



City of Findlay

Job Title:	Tax Administrator Agent I	Job Category:	EEO-6
Department/Group:	Income Tax	Tested	No
Exempt:	No	Classified:	No
Level/Salary Range:	\$18.04/HR	Position Type:	Full-Time
Appointed:	Yes	Works Hours:	8:00am – 5:00pm (Hours may vary)

Summary

Working under the direction of the Tax Administrator, administer and enforce the Income Tax Ordinance and applicable rules and regulations, to process data and source documents generated and received by the Income Tax Department to receive, account for and deposit funds

Job Description

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Examines, investigates, reviews, audits, and reconciles a limited to moderate range of individual, corporate, and partnership accounting records, Federal tax forms, Federal tax schedules, allocation formulas and allocation methods to accurately and thoroughly calculate local income tax liabilities and employers withholding liabilities.
- Contributes to a positive, productive, professionally-loyal, and disciplined work environment by communicating, behaving, and performing in a favorable, professional, honest and competent manner toward and about taxpayers, stakeholders, co-workers, and supervisors;
- Prepares taxpayers' Findlay tax forms;
- Investigates, compares, contrasts, reconciles and correlates limited existing records and data to accurately determine, ascertain, and/or estimate tax liabilities;
- Investigates, compares, contrasts, reconciles, and correlates limited existing records and data and applies logical, germane, and comprehensive processes to objectively determine, ascertain, and estimate tax liabilities of delinquent accounts.
- Employs methods of collecting on past-due accounts including, but not limited to, filing accurate complaints with and appearing and testifying in the small claims division of municipal court, filing real property liens, attending debtors' exams, and preparing accurate and proper forms for garnishing wages;
- Performs taxpayer assistance duties, including but not limited to, explaining and responding to taxpayers' inquiries;
- Interprets, applies, and correlates information from the Ordinance and the Rules and Regulations to respond accurately to a broad range of taxpayers' and tax practitioners' inquiries;
- Assists with the preparation and presentation of workshops, seminars, and public training programs;
- Assists with layout, content, and design of income tax forms, educational brochures and various educational materials relating to municipal income tax;
- Receives, deposits, and accounts for vast quantities of checks;
- Receives currency and change and distributes correct change;
- Prepares bank deposits and deposit reconciliation;



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- Prepares purchase orders, sorts and distributes mail;
- Processes mail for City departments and accurately charges postage expenses back to the department;
- Proficient with Microsoft Office Suite (Word, Excel, Access, and PowerPoint) or similar software;
- Performs other duties as required.

REASONING ABILITY

Ability to apply thorough and comprehensive understanding to interpret and carry out a variety of instructions furnished in written, oral, or diagrammatic form; solve practical problems and deal with abstract and multiple concrete variables in situations where little standardization and precedents exist. Choose an appropriate level of initiative. Discern the difference between problems that can be solved and problems that have no solutions, but must be managed.

MATHEMATICAL ABILITY

Ability to add, subtract, multiply, and divide all units of measure; perform the four operations with like common and decimal fractions; perform arithmetic operations involving all U.S. monetary units; work with, compute, and apply interest, ratios, proportions and percentages; calculate variables and formulas, monomials, ratios and proportion variables; deal with system of real numbers and related algebraic equations and inequalities; practical application of fractions, percentages, ratios, proportions and practical algebra.

LANGUAGE SKILLS

Ability to read, understand, interpret and apply tax related municipal ordinances, rules and regulations, policies, procedures and instruction. Assists in editing and proofreading internally generated reading materials. Understands and follows safety rules and product warnings

Ability to write professional and persuasive business letters, memorandums, reports and other documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Assists with writing and revising income tax return instructions and other educational publications related to municipal income tax.

Ability to speak clearly and effectively in both one-on-one and group situations.

LICENSES AND CERTIFICATIONS

No Licenses required.

EDUCATION AND/OR EXPERIENCE

High School Diploma/GED. Minimum of successful completion of Accounting Principles I and II and Introduction to Federal Income Tax or equivalent education and experience. Additional Accounting education is desired.

OTHER KNOWLEDGE SKILLS AND/OR ABILITIES

- Understanding of and the ability to make practical application of the customary practices, rules, regulations, procedures, and principles of tax administration;
- Ability to follow written and verbal instructions;
- Demonstrated ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy;
- Ability to establish and maintain cooperative working relationships with employees, officials, other agencies and the general public;
- Ability to respect and adhere to correct and specific principles of confidentiality, integrity, credibility, objectivity, and independence;
- Ability to exercise and appropriate level professional skepticism in a dignified and respectful manner;



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- Ability to read, transcribe, transfer, compare, contrast, and reconcile large quantities of numeric data without error;
- Ability to use sound judgment to resolve problems;
- Knowledge of the taxation field.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus. Must be able to lift and/or carry up to 20 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Employee will normally work in an inside office environment and the noise level is usually moderate.

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