



**CITY OF WESTERVILLE**  
 Department of Human Resources  
 21 S. State Street  
 Westerville, OH 43081

<http://www.westerville.org>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 Income Tax Auditor**

*An Equal Opportunity Employer*

**SALARY**  
 \$24.56 - \$36.84 Hourly    \$51,084.80 - \$76,627.20 Annually

**OPENING DATE:** 01/28/16

**CLOSING DATE:** 02/11/16

**THE POSITION**

**NATURE OF WORK**

This is responsible tax audit work in enforcing the income tax laws for the City. Work involves auditing tax returns, processing refunds, responding to inquiries and concerns from the public, assisting tax payers with return preparation, and handling cases not in compliance.

**EXAMPLES OF ESSENTIAL DUTIES**

**SUPERVISION**

Work is performed under the general supervision of the Income Tax Administrator. Additional guidance is provided through City Tax Ordinance, State of Ohio Law-Section 718, city policies and procedures, rules and regulations, and computer work manual for tax system. Employee assists with oversight of clerical staff in the administrator's absence. Work assignments are received both orally and in writing and reviewed through meetings, and adherence to established policies, laws, rules and regulations.

**TYPICAL QUALIFICATIONS**

**ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed.)**

Responsible for auditing tax returns both manually and on the computer; performs batch preparation and input; checks for accuracy and compliance with the city tax ordinance; determines when to request additional information; corresponds with tax payers regarding audit and compliance; handles more complex corporate audits; refers extremely difficult returns to the Income Tax Administrator.

Responds to inquiries from tax preparers regarding the city tax ordinance, return preparation, residency and withholding taxes in a professional manner.

Assists taxpayers with return preparation in the office and via phone; provides instruction on how to properly complete the return.

Handles cases involving non compliance; reviews correspondences sent and history of taxpayer;

6. Describe how you work with your customers to facilitate tax preparation and collection.

\* 7. Do you routinely work with customers to set up payment programs?

Yes  No

\* 8. Briefly describe your approach when negotiating payment plans with customers and in collecting delinquent charges.

\* 9. This job requires Microsoft Office proficiency in Word and Excel and the ability to key alpha numeric data quickly and accurately. Do you have 5 years of experience performing these operations in an office setting?

Yes  No

\* 10. Have you ever failed to file your personal income taxes on time?

Yes  No

11. If yes, please explain here.

Yes  No

\* Required Question