

**CITY OF OAKWOOD
FULL-TIME INCOME TAX CLERK**

The City of Oakwood (Montgomery County, Ohio) is seeking qualified applicants with prior municipal income tax experience to fill a full-time position in the city's Income Tax Department. Reporting directly to the Income Tax Administrator, the individual in this position responds to telephone calls and in-person inquiries regarding the city's income tax filing requirements; assists with preparing and reviewing taxpayer returns; performs data entry; assists with all other tasks and duties related to municipal income tax collection; and, as necessary, provides back-up to other finance-related positions. The ideal candidate should have an accounting and tax background along with excellent written and oral communication skills; the ability to deal courteously and tactfully with the public; and, the ability to work effectively with fellow employees. An associate's degree in finance or accounting is preferred and prior experience with income tax software is highly desirable. Salary range is \$16.35-\$26.41 per hour, with the starting salary commensurate with experience. Additional benefits include health, dental and vision insurance, paid vacation and sick leave, paid holidays and membership in the Ohio Public Employees Retirement System (OPERS). Letters of interest and resumes must be submitted by regular mail or email (weiskircher@oakwood.oh.us) to the Oakwood Human Resources Department, 30 Park Avenue, Oakwood, OH 45419 on or before Tuesday, February 16, 2016.

EQUAL OPPORTUNITY EMPLOYER