



<b>Job Title:</b>	Tax Commissioner	<b>Job Category:</b>	Exempt
<b>Department:</b>	Finance	<b>Reporting Manager:</b>	Director of Finance
<b>Position Type:</b>	Full Time	<b>Date Revised:</b>	February 18, 2015

**Job Description: Reporting to the Director of Finance this position is responsible for the collection, record keeping and assessment of all taxes, required filings and collection of payments for the Village of Woodlawn. Build relationships with all businesses, residences and establishments.**

**Role and Responsibilities:** ( Other duties as assigned to meet business needs)

- Receives and certifies all tax returns.
- Accepts, verifies, reconciles, and prepares receipts for tax deposits, earnings tax, business tax, and other general tax collection payments.
- Responds to phone and walk-in inquiries from residents and businesses regarding property tax bills, general collection accounts, and redemption plans and options.
- Review all businesses annual tax filing to ensure proper taxes are paid.
- Researches tax and bill collection issues and prepares related written correspondence to taxpayers.
- Reviews and analyzes new and revised federal, state and local laws and regulations affecting the Village's tax operation to ensure that the Village is in compliance.
- Reviews status of delinquent accounts and takes appropriate actions as set forth in Woodlawn's Tax Code.
- Establishes and implements cash handling processes.
- Prepares written and financial reports relating to tax revenue on a monthly basis.
- Keeps annual tax forms, instructions, processes and procedures revised and updated.
- Maintains an awareness of new trends and advances in software, operation and processes.
- Provides input in budget development with Tax Revenue projections.
- Recommends tax penalties for approval by Village Council.
- Establish and maintain effective working relationships with businesses, residents and members of the public.
- Meet with all new and current businesses to ensure awareness of current tax regulations and compliance.
- Excellent written, verbal, and interpersonal communications skills

**Qualifications and Education Requirements**

- Bachelor's Degree in Finance or Accounting from an accredited university or three years equivalent tax experience.
- Five years of income tax preparation experience.
- Attend meetings of the regional tax administrators association to keep abreast of changes and income tax laws and reporting requirements.
- Proven knowledge of Federal, State and Local Tax Laws.

**Preferred Skills and Knowledge**

Experience with Sanderson Creative Microsystems Incorporated software would be a plus.

<b>Reviewed By:</b>	HR Consultants (Epiphany HR	<b>Date:</b>	02.19.2015
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Approved By:	Municipal Manager	Date:	05.14.2015
Final Approval By:	Law Director & Village Council	Date/Time:	