



CITY OF NEW CARLISLE INCOME TAX ADMINISTRATOR

PURPOSE OF THE POSITION

The Income Tax Administrator is responsible for providing professional services to ensure effective, efficient and accurate administration of the tax department. The work is performed in accordance with state and municipal laws, and with the New Carlisle income tax rules and regulations. Assignments may be received orally, in writing, or through routine procedures. Work is reviewed for accuracy, completeness and conformance with laws and ordinances by periodic review, observation and/or results obtained.

SCOPE

The Income Tax Administrator will report to the Finance Director. This position will also serve as the Personnel Director. Providing these services in an effective and efficient manner will ensure that all aspects of municipal taxation and personnel operations are accurate and kept up to date. The position will also provide backup to the Finance Director as needed. The salary range for this position will be \$49,000 to \$51,000 annually.

QUALIFICATIONS

A Bachelor's Degree in accounting, finance, or related field is highly preferred. An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered. As a manager, the successful candidate must maintain a high level of customer service with City residents and businesses. The applicant must possess initiative, strong leadership, management and interpersonal skills, solid written and oral communication skills, and the ability to work well with the public and other employees.

RESPONSIBILITIES

Tax Administration

- Accounting and recording of income tax collections received from CCA and the State of Ohio
- Prepare monthly and annual tax revenue reports for the Finance Director
- Update taxpayer account information or notes as necessary
- Assist the public with tax questions and prepare city tax returns for residents
- Communicate with taxpayers and/or CCA to resolve compliance and other issues
- Keep current with municipal tax laws and provide to city to ensure compliance.

Personnel Administration

- Administer employee benefits as outlined in the personnel handbook and union contract
- Process and report unemployment and worker's compensation claims
- Assist employees with requests for maternity/paternity leave and/or FMLA information, and track hours as required
- Maintain schedules of wage increases and benefit accruals, and update in payroll database
- Back up the Finance Clerk with bi-weekly payroll processing when necessary.

Other

- Maintain all tax and payroll records in a strictly confidential manner
- Retain records properly using the retention and disposal schedule adopted by the City
- Perform other duties as assigned by management.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ office administration and accounting procedures
- ✓ municipal tax laws for the purpose of administration and compliance
- ✓ experience with SSI payroll software
- ✓ human resource and payroll functions and procedures
- ✓ high level of accuracy in the calculation and entry of payroll data

Skills

The incumbent must demonstrate the following skills:

- ✓ excellent interpersonal skills
- ✓ accounting and bookkeeping skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective communications skills, both orally and in writing
- ✓ attention to detail and high level of accuracy
- ✓ organizational skills
- ✓ ability to maintain strict confidentiality
- ✓ computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs, and email at a highly proficient level
- ✓ stress management skills
- ✓ time management skills
- ✓ ability to utilize evaluative thinking and independent judgment within guidelines of established policies and procedures

Personal Attributes

- ✓ the incumbent must demonstrate the following personal attributes:
- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible with work schedules
- ✓ demonstrate sound work ethics
- ✓ demonstrate professionalism at all times
- ✓ maintain confidentiality of privileged information
- ✓ accept responsibility for work-related decisions and conduct
- ✓ work cooperatively to support a successful team effort
- ✓ adhere to standards concerning dress, appearance, and attendance
- ✓ must be able to prioritize and multi-task

WORKING CONDITIONS

Work is primarily performed in an office setting, working in close proximity of other employees. Work is essentially sedentary. Computer work requires manual dexterity.

Physical Demands

The Income Tax Administrator will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Income Tax Administrator will also have to do some lifting of supplies and materials from time to time, and also perform basic filing tasks that may require standing and squatting positions.

Environmental Conditions

The incumbent is located in a busy office. The incumbent is faced with constant interruptions and will meet with others on a regular basis.

Sensory Demands

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

Mental Demands

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must be able to effectively deal with a wide variety of people i.e., managers, co-workers, residents, as well as individuals from other agencies and businesses on various issues.