CITY OF MONROE

An Equal Opportunity Employer

JOB DESCRIPTION

Job Title: Income Tax Auditor

Shift:	Mon.-Fri. 8:00am – 5:00pm	**FLSA Status:**	Non-Exempt
Employment:	Full-time	**Civil Service Status:**	Unclassified
Department:	Finance	**Reports to:**	Income Tax Commissioner

JOB RESPONSIBILITIES:

The Income Tax Auditor is primarily responsible for local income tax collection, enforcement, auditing, banking, and correspondence with residents and employers. The position is also responsible for accounts receivable, cash, credit and online payment transactions, monthly reporting, and investigating and resolving income tax issues.

SUPERVISES: None.

ESSENTIAL FUNCTIONS:

- Assist with all income tax daily activities such as auditing returns, preparing correspondence, examining accounts for compliance with the City's Income Tax Ordinance.
- Assist with accounts receivables and the collections of delinquent accounts.
- Correspondence with residents and employers; notifications of delinquencies and management of payment plan arrangements.
- Keeps current with developments pertaining to the City and Federal Income Tax regulations, and the Ohio Revised Code.
- Multi-tasking in a fast pace environment.
- Participate in meetings, seminars, events, etc. as appropriate.
- Demonstrates regular and predictable attendance.
- Demonstrates confidentiality.
- Performs any additional duties as assigned by the Director of Finance or Income Tax Commissioner.

Date Adopted: 11/16/16

Developed by:
William J. Brock
City Manager
City of Monroe, Ohio

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EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent.

Associates' degree in business, accounting, finance or related field and/or three (3) years' experience in a local tax office is preferred.

Word and Excel experience required. MITS experience preferred.

Proficiency with all peripheral office equipment.

Ability to meet work deadlines, work with minimal direct supervision, and maintain efficiency and accurate production with constant interruptions.

Good oral and written communication skills are required.

REQUIREMENTS, CERTIFICATIONS, AND LICENSES:

Valid Ohio Driver License.

WORKING CONDITIONS:

This individual is rarely required to work more than a forty (40) hour week. Required overtime during Tax Season. Periodic advancement training may be recommended and/or authorized by the Director of Finance.

Most duties performed by this individual will take place indoors on City property. While performing the duties of the job the employee must be able to sit or stand for long periods of time. The employee must also be able to frequently stoop and/or crouch.

Nature of the work is such that there is a minimum of undesirable conditions. Danger of injury, illness or physical harm associated with the job is minimal.

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The employee is frequently required to listen with comprehension and be able to respond orally to communicate assistance or service.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. Further, job descriptions may be amended from time to time by the City Manager with or without notice or approval of the employee.