

*Interested candidates must send resume and cover letter to [financedirector@cityofashtabula.com](mailto:financedirector@cityofashtabula.com)  
Job Description City of Ashtabula*

**Position Title:** Income Tax Specialist    **Department:** Finance /Income tax

**Hours:** 8:00 a.m. - 4:30 p.m.; Monday through Friday

**Rate of Pay: Step 1 (0-2 years) - \$25.96; Step 2 (3-5 years) - \$27.26; Step 3 (6-10 years) - \$28.63; Step 4 (11+ years) - \$30.06** (\$1.00 per hour less if less than 120 days of service)

**Department Supervisor:** Director of Finance

**Minimum Requirements:**

- Associate degree in accounting or business administration and related work experience of five (5) years in a municipal income tax department or an equivalent balance of experience and education

**General Statement of Duties:**

The Income Tax Specialist coordinates the day-to-day activities of the income tax department; performing a wide variety of confidential and complex duties in some or all of the following functional areas: Income Tax, Cash Handling, Customer Service, Purchasing, Banking, Document Maintenance/Management, Account Maintenance and Data Entry and Retrieval.

**Major Areas of Responsibility**

Major areas of responsibility include but are not limited to:

- Income tax
- Cash Handling
- Customer Service
- Account Maintenance

**Primary Objectives:**

- Preserve confidentiality
- Achieve maximum collections of local income tax
- Enhance and promote the integrity and confidentiality of the functions of the income tax department
- Contribute to the safeguarding of the public funds
- Maintain the integrity of income tax software
- Implement best practices in the functional areas of public finance and income tax collection
- Implement internal controls, separation of duties, productivity, quality, and customer-service standards
- Timely completion of departmental duties

**Specific Responsibilities of the Job**

Communicates effectively and in a timely manner with the Director of Finance regarding the operations of the income tax department; performs responsible, paraprofessional work carrying out responsibilities related to income tax administration.

**Income tax**

- Audit, Calculate and Process Income Tax returns
- Taxpayer correspondence

### *City of Ashtabula Job Description*

- Income tax billing
- Maintain accounts receivable for income tax
- Recommend accounts to be placed with outside collection agencies, small claims court & US Bankruptcy courts
- Maintain taxpayer accounts
- Maintain Income tax documentation
- Produce and distribute income reports
- Serve as the point of contact for the income tax department
- Serve as the liaison to the income tax review board

#### **Cash Handling**

- Balance the cash drawer
- Create deposits

#### **Purchasing**

- Create requisitions for department purchases and taxpayer refunds
- Maintain Purchase order files

#### **Customer Service /Department Support**

- Answer phones and customer window
- Accept payments
- Compile statistics for financial statements and CAFR
- General correspondence
- Provide department support as directed

#### **Required Knowledge, Skills, and Abilities**

The individual should be self motivated, discerning and adaptable with the ability to access need, plan programs and execute plans without an excessive amount of supervision.

#### **Job Requirements**

These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated knowledge in local income tax collections
- Experience with income tax or finance and accounting software, Microsoft Office, email and voice mail
- Working knowledge and/or experience in municipal finance and operations
- Working Knowledge and/or experience in fund accounting and government purchasing methods
- Excellent written and verbal communication skills
- Ability to operate a computer, printer, fax machine, adding machine and other standard office equipment

#### **Physical Demands**

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel.

The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

### **Work Environment**

General office environment; work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

### **Conclusion**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

### **NOTE:**

***This job description corresponds to the Income Tax Administrative Assistant. The primary changes are that the Income Tax Specialist will coordinate the day to day activities for income tax and have more responsibilities related to delinquent accounts and the income tax review board. The wage increase for such is approx 5%.***