

City of Hillsboro
Employment Opportunity

The City of Hillsboro has an opening for the position of *Deputy Tax Commissioner*, 40 hours per week, Monday – Friday, with benefits. Applicants must have high school diploma/GED, good communication and organizational skills, knowledge of all office machines including computers. Applicant must be detail-oriented, neat in appearance, friendly. Tax knowledge a plus. Applicants may obtain an application, job description, and qualifications at the Ohio Means Jobs Center, 1575 North High Street, Suite 100, Hillsboro, Ohio from 8:00 a.m. to 4:30 p.m., Monday - Friday. Completed applications must be submitted by 4:30 p.m., Wednesday, March 22, 2017. The City of Hillsboro is an equal opportunity employer. Notice and job qualifications can be found at www.hillsboroohio.net/employment.html.

Please publish March 8, 11, 15, and 18, 2017

JOB DESCRIPTION

City of Hillsboro
An Equal Opportunity Employer

Title Deputy Tax Commissioner

Reports To: Tax Commissioner

Employee Status: Full-time

QUALIFICATIONS:

1. High school diploma or general education (GED)
2. Training and/or experience in office practices and procedures
3. Training and/or experience in bookkeeping and accounting
4. One (1) year experience within a village, city, or county tax or related experience
5. Must have the ability to be bonded

GENERAL DESCRIPTION:

Under administrative direction, supervises income tax operations, receives, audits, and records tax returns and payments; assists tax payers; performs related clerical duties.

ESSENTIAL FUNCTIONS:

1. Completes billing and collection of taxes imposed by City ordinance (e.g., posts, returns, prepares returns, collects tax receipts, keeps accurate records, reports all money received, etc.).
2. Enforces payment of all income taxes owed the City.
3. Maintains accurate records for six (6) years (e.g., amount due, returns, dates, amounts of payments, etc.).
4. Enforces all provisions of the City ordinance (e.g., adopts and promulgates regulations, etc.) relating to any matter or thing pertaining to the collection and payment of taxes.
5. Determines the amount of tax due from tax payers who have failed to file or does not show the proper amount of tax due along with interest and penalties.
6. Examines books, papers, records, and federal income tax returns of employers, tax payers, or any person subject to the City ordinance to verify accuracy.
7. Responds to inquiries regarding income tax and assists citizens with tax preparation as requested.
8. Balances and has daily bank deposits for treasurer.
9. Maintains records of all tax payers to ensure that they file in a timely manner.
10. Keeps track of delinquent tax payers and sends letters to them.

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EQUIPMENT OPERATED:

Computers, calculator, typewriter, copier, printer

GENERAL DUTY: SAFETY AND HEALTHFUL WORKPLACE

The employee:

- 1. Has contact with potentially violent and/or emotionally distraught persons.

PERFORMANCE EVALUATION:

Per the City of Hillsboro's contract and/or policy manual

This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instruction and perform any duties required by the position's supervisor, Safety Service Director, or Mayor.

Approved by Mayor or Safety Service Director

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

Employee's Signature

Date