

City of Mason Finance Department Job Announcement



Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 30,000 residents. Its 18+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private

schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.



Almost all of the day-to-day needs of families can be found right in the city, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities avail-

able at their doorstep. Two public golf courses, Great Wolf Lodge, and Kings Island amusement park all lie within city boundaries. The city is also home to the annual Western & Southern Open, a championship men's and women's tennis tournament. Seven city parks cover 301 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance and ensures that the

entire community is being served.

The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, superintendents of public utilities and public works, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team. The City of Mason has about 170 full-time employees and over 300 part-time staff. The total annual budget is over \$80 million.

Finance Assistant - Tax Office

This job announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates for this position to possess, and provides background information on the community and the City of Mason.

Importantly, this job announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview,

and for appointment consideration.

A completed application and résumé, with salary history, must be received for consideration. All applications must be submitted online at www.imaginemason.org. A résumé will not be accepted in lieu of the aforementioned information. Certification documentation will not be accepted at this time and will be destroyed if forwarded.

Candidate Qualifications Profile

Hiring Range: \$15.80 - \$18.48 Hour DOQ
Classification: Classified
Reports To: Finance Director or Designee
FLSA: Non-Exempt
Posted: September 19, 2016
Closes: October 19, 2016
Department: Finance
Status: Full-Time, 40 hours per week

General Statement of Duties and Distinguishing Features of Class

A variety of clerical tasks in keeping financial accounts and records according to the standard principles and practices set forth to do related work as required. Significant activity will involve work within the tax office.

An employee in this class exercises initiative, independence and mature judgment in performing assigned routine activities associated with collecting monies, performing calculations, auditing, ensuring payment records are in order and following-up on those that are delinquent, keeping books and other related tasks. Supervisor is available for consultation on routine matters and gives detailed instructions on new assignments.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Examples of Work (Illustrative Only)

- Customer interaction - representative of the City of Mason;
- Solving minor problems and handling routine processes for customers;
- Tax Filing;
- Tax account reconciliation and auditing;
- Auditing City tax returns;
- Handling cashier responsibilities;
- Knowledgeable about regulatory issues and relaying this information to customer's questions;
- Receives, dates, sorts all mail entering department;
- Routinely enters information on computer system for tax, accounts receivable/payables, payroll and other finance activities;
- Works closely with department co-workers and supervisors to accomplish department goals

Skills, Knowledge, and Abilities

- Experience with tax returns - preparing and/or auditing
- Good knowledge of modern clerical account keeping;
- Cashiering, auditing and related tasks within clearly defined limits;
- Routine activities with routine solutions to problems;
- Ability to maintain complex clerical records and prepare reports from such sources;
- Possession of good English, proper grammar and superior customer service skills;
- Ability to make minor decisions in accordance with laws, ordinances and regulations, and established policies;
- Professional and positive attitude;
- Able to make complex mathematical computations rapidly and accurately;
- Clerical aptitude;
- Good judgment;
- Tact and courtesy;
- Flexible, adaptable, collaborative, and open style and ability to function effectively in an oftentimes stressful and demanding environment.
- Able to interpret instructions in written or oral form;
- Detailed work that requires accuracy;
- Ability to increase the department's capabilities and quality related issues;
- Willingness to learn and grow - assisting in "Commitment to Excellence in Public Service";
- Willingness to work additional hours through designated tax season of April through May of each year;
- Comply with Employee Policy Manual;
- Ability to cooperate with supervisors, co-workers and the public

Minimum Education, Experience, and Requirements

- Any combination of education and experience equivalent to graduation from high school including bookkeeping, typing, and business courses, and six months of general office experience.

Physical Requirements

- Able to sit for extended periods of time working on keyboarding activities, entering data, creating documents, etc.
- Lift up to 25 lbs. of materials independently.
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation.

- Auditory acuity to hear pagers, cell phones, telephones, etc. with or without reasonable accommodation.
- Manual dexterity to perform clerical tasks such as filing, keyboarding, etc.
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature.
- Communicate professionally in person, in writing, and other mediums; and
- Proficient on computers and software programs.



City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams.

Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Finance Department

The Finance Department is responsible for most of the fiscal activities of the city. The department provides central accounting support for all other city departments. Major responsibilities include:

- income tax filing enforcement and collection
- payroll
- accounts payable
- accounts receivable
- fixed asset reporting
- debt financing
- investment activities
- financial reporting

Mason has earned the reputation of being a progressive organization. The city's Finance Department has lived up to that reputation by earning a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada. Mason has received this award each year since 1997. It is the highest recognition for government accounting and financial reporting and indicates that Mason's financial reports meet the program's high standards in accounting principles and legal requirements. While there are no legal requirements for the preparation of this report, it represents a commitment by the City of Mason to conform to nationally recognized standards of excellence in financial reporting.

Tax Office

Included within the Finance Department is the Tax Office, which is responsible for the collection of over \$30 million of income tax revenues annually. Income tax revenues are the city's largest source of revenue for financing the operations of the city. The employees in the Tax Office audit all tax returns for residents and businesses, and provide assistance to callers concerning their

tax issues. The Tax Office also collects withholding tax payments from Mason employers. About half of the full-time positions within the Finance Department are dedicated solely to the earnings Tax Office.

Customer Service

The Customer Service Center located in Mason Municipal Center is committed to providing customer service at a level of excellence. For customers, the customer service center is a "one-stop shop" where they can conduct multiple city transactions at one location. Employees at the service center handle 80% of the inquiries related to the city. A majority of those inquiries are related to building permits, fees, applications, and inspections; utility bill payments; and earnings tax issues. To provide optimum service, the customer service center is staffed by employees of the Engineering & Building and Finance departments. The center has become the heart of communication for the city and as such is a priority for all departments.

Account Management

The Finance Department also handles financial work in major functional areas such as accounts payable, budgetary compliance, fixed asset monitoring, and miscellaneous special projects such as special financial reports, financial analysis, internal audits, etc. The department ensures that invoices from vendors, service providers, and subcontractors are processed in accordance with city policy and prepares payments for mailing. Finance Department employees provide technical information and instruction regarding applicable procedures and methods to various city staff. They also research background information; analyze accounting information and solve problems; and prepare and maintain a variety of statistical and financial reports.

Benefits Profile

- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible health insurance plan. Employee portion of the premium is \$50/month single, \$100/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Vision coverage of \$200 per dependent available for less than \$4 per month.
- Dental coverage of \$750 per dependent available for less than \$6 per month.
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.
- Sick leave - Accrual rate of eight hours of sick leave for every thirty days worked (sick leave may not be taken while on probation).
- Life insurance policy of \$50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Probationary period of 6 months.
- Deferred compensation available (no match).
- Financial and professional support of related affiliate associations and membership.
- Earnings tax withheld - 1.12%

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting www.imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.

[Please Apply Online](#)

www.imaginemason.org