



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

RECRUITMENT ANNOUNCEMENT Post through Tuesday, June 13, 2017

TAX CLERK – TAX DIVISION (Regular Part-Time)

GENERAL STATEMENT OF DUTIES

The City of Kettering, OH is recruiting for a Regular Part-Time **Tax Clerk** in the **Tax Division** of the City's Finance Department. Current vacancy is for 28 hours per week. Responsible for answering general telephone inquiries as well as directing phone, in-person and e-mail inquiries to the appropriate staff member. Responsible for opening incoming mail, inputting payments into the tax software, uploading electronic payments, and entering W-2 and tax return data. Position also involves scanning documents into an imaging system and assigning them to the proper accounts, identifying new taxpayers through review of utility listings and new resident listings, and sending requests for completion of taxpayer registration forms. Also responsible for researching and modifying taxpayer addresses based on returned mail, monitoring and ordering office supplies as needed, reconciling petty cash, and other clerical duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The ideal applicant will have knowledge and expertise with computers, good organizational skills, and good data entry skills. Ability to work well with others and project a positive image to the public. Must have good knowledge of office clerical practices, procedures and filing systems. Must have excellent oral and written communication skills, with the ability to work and communicate effectively with staff, other City employees and the general public. Applicant should have at least a high school graduate-level of ability in English, grammar, and business math. Accuracy in all work is important. Related financial and tax experience desired.

COMPENSATION

Pay range is **\$12.20 to \$18.97** per hour; entry rate contingent upon applicant's related skills, knowledge and abilities. Benefits include prorated paid holiday, vacation and sick leave.

TO APPLY

Submit a **Resume** and **Cover Letter**, including salary history, by 5 PM on Tuesday, June 13, 2017 to: Director of Human Resources, Kettering Government Center, 3600 Shroyer Rd., Kettering, OH 45429 or kethr@ketteringoh.org or by fax to 937-296-3371. Office hours are 8AM – 5PM, M – F. *City office will be closed on Monday, May 29 in observance of Memorial Day.* For more information about this position and the City of Kettering, visit www.ketteringoh.org.

Equal Opportunity Employer

3600 SHROYER ROAD • KETTERING, OHIO 45429-2799
937-296-2446 • FAX 937-296-3371
www.ketteringoh.org