



**Job Announcement**  
**INCOME TAX SPECIALIST 1**  
**Finance Department (Tax Division)**

The City of Miamisburg, Ohio is home to just over 20,000 people. A progressive yet historic suburban community in the south Dayton metropolitan region, Miamisburg retains its small-town charm with a historic downtown while offering mixed-use commercial and residential options as well. Miamisburg prides itself on providing quality services to its residents and businesses and continuing to find new ways to attract visitors to the area.

**Position Overview**

Under the supervision of the Tax Administrator, this position will assist taxpayers in completion of City income tax returns; process and review tax returns for compliance with relevant tax laws; collect taxes and provide input on office processes. These duties will include, but are not limited to, posting payments, preparing and reviewing tax returns, billing and collection of delinquent accounts, and correspondence related to these responsibilities. The City is looking for someone who can work and communicate effectively with supervisors, co-workers, businesses, and the public; and maintain positive front-line public relations.

**Minimum Qualifications:**

- Associate's Degree from an accredited college or university in Finance, Accounting, Business Administration or related area; and
- A minimum of two years of tax experience\_or related education, or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the position; and
- Working knowledge and experience with tax program software; and
- Basic knowledge of city income tax laws, federal tax laws and their application to municipal tax compliance; and
- Intermediate math skills of addition, subtraction, multiplication, and division; and
- Basic computer data entry skills; and
- Proficient with use of office equipment such as printer, copier/scanner, fax machine, phone and calculator; and
- Proficient in Microsoft Word, Excel, and Outlook; and
- Effective oral and written communication skills.

*A combination of education, experience and training may be applied in accordance with City of Miamisburg policy.*



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**Compensation & Benefits**

The 2022 hourly wage range is \$15.23 – \$31.48 DOQ with an excellent benefits package. Applications can be found at [www.cityofmiamisburg.com](http://www.cityofmiamisburg.com). Interested individuals should submit their application, resume and cover letter to Human Resources Director, Leslie Kohli, at [hr@cityofmiamisburg.com](mailto:hr@cityofmiamisburg.com). Review of applications will begin immediately with interviews to begin as early as the week of October 24, 2022 and will continue until position is filled.

**Disclaimer: The City of Miamisburg considers all applicants for all positions without regard to race, color, religion, sex, gender, national origin, age, disability, veteran status, or any other legally protected status.**