



Job Announcement
INCOME TAX ADMINISTRATOR
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

As a key management position, the successful candidate will maintain a high level of customer service interaction with Miamisburg residents and businesses while efficiently collecting the City's income taxes.

Under the direction of the Assistant Finance Director, this position will administer the day-to-day operations of the tax department, including supervision of staff. Applicant must possess initiative, strong leadership, management and interpersonal skills, solid written and oral communications skills, and the ability to work well with the public and other staff.

Education and Experience

- Bachelor's Degree from an accredited college or university in Finance, Accounting, Business Administration or related area; and
- Minimum of five years of progressively responsible and related 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 job; and
- Thorough knowledge of federal tax laws and city tax laws, rates and credits and their application to municipal tax compliance; and
- Proven ability to review and process individual and business tax returns completely; 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, as well as tax program software; and
- Effective oral and written communication skills.



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Compensation & Benefits

The 2022 annual salary is \$67,450.19 - \$85,364.63 DOQ with an excellent benefits package. Applications can be found at www.cityofmiamisburg.com. Interested individuals should submit their application, resume and cover letter to Human Resources Director, Leslie Kohli, at 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.