



Job Title: Utility Revenue & Income Tax Administrator

Department: Finance

Location: City of Springfield

Salary: \$86,153.60 - \$110,011.20 annually

Closing Date: Friday, May 2, 2025; 2:00PM EST

Position Summary

The City of Springfield is seeking a forward-thinking and detail-oriented **Utility Revenue & Income Tax Administrator** to oversee our income tax administration, manage our relationship with the Regional Income Tax Agency (RITA), and direct the daily operations and strategic initiatives of our Utility Billing division. The ideal candidate will have strong leadership abilities, a commitment to excellent public service, and a proven track record of successfully implementing process improvements.

Interested candidates should submit an online application along with a resume and cover letter highlighting relevant experience and qualifications. Applications will be reviewed as they are received, and interviews may be scheduled prior to the closing date.

Key Responsibilities

- **Income Tax Administration:**
 - Direct and review the work of senior auditor.
 - Oversee and administer all aspects of municipal income tax collection.
 - Collaborate with RITA to manage tax-related processes, address inquiries, and maintain compliance with state and local regulations.
 - Analyze and report on tax collection trends for strategic planning and economic development purposes.
- **Utility Revenue Management:**
 - Direct and review the work of senior auditor.
 - Oversee and administer all aspects of municipal income tax collection.
 - Collaborate with RITA to manage tax-related processes, address inquiries, and maintain compliance with state and local regulations.
 - Analyze and report on tax collection trends for strategic planning and economic development purposes.
- **Project Leadership:**
 - Serve as project manager for the implementation and ongoing improvements of the City's utility billing software.
 - Identify opportunities for efficiency and cost savings within existing systems, collaborating cross-departmentally to streamline workflows.
- **Financial Oversight:**
 - Prepare and monitor the annual budget for both the Income Tax and Utility Billing divisions.
 - Provide data analyses, reports, and recommendations on rate models, collection trends, and departmental performance.

- Contribute to the City's Annual Comprehensive Financial Report (ACFR) by preparing and verifying all income tax and utility billing data.
- **Personnel Management:**
 - Lead, coach, and evaluate staff members, including scheduling, performance reviews, and disciplinary actions when necessary.
 - Foster a supportive and transparent work environment that encourages professional growth and high-quality customer service.

Qualifications

- **Education & Experience:**
 - Bachelor's degree in Accounting, Finance, Business Administration, or a related field is preferred.
 - Three (3) or more years of increasingly responsible experience in taxation, billing, or accounting, with at least two (2) years in a supervisory or managerial role.
- **Technical Skills:**
 - Proficiency with enterprise resource planning (ERP) and utility billing software.
 - Familiarity with municipal income tax regulations and processes is strongly preferred.
- **Management & Leadership:**
 - Demonstrated ability to set clear objectives, delegate tasks effectively, and communicate performance expectations.
 - Proven success in identifying process improvements, managing change, and motivating teams to meet organizational goals.
- **Interpersonal & Communication:**
 - Strong written and verbal communication skills, with the ability to collaborate effectively across departments and with outside agencies.
 - A commitment to customer service and the ability to address and resolve inquiries in a professional, tactful manner.

Link to apply: <https://www.governmentjobs.com/jobs/4907233-0/utility-revenue-income-tax-administrator>

The City of Springfield is committed to a diverse workforce as it enriches and strengthens how we advance our mission. We are proud to be an equal opportunity employer, welcoming applications from all individuals, regardless of race, gender, sexual orientation, religion, ethnicity, national origin, disability, and all the other characteristics that make us unique. Our goal is to be the place where a diverse mix of talented people want to work.