

Assistant Superintendent of Taxation

- **Type:** Full Time
- **Salary/Pay Rate:** \$25.95-\$33.73 per hour
- **Posted Date:** 09/09/2022

City of Centerville

Assistant Superintendent of Taxation

The City of Centerville, Ohio, a “warm & cheerful” community with a population of approximately 24,000 located eight miles southeast of Dayton in Montgomery County is seeking qualified candidates for the full-time position of Assistant Superintendent of Taxation within the tax department. The Centerville community boasts bustling business centers, nationally recognized public and private schools, hundreds of recreational and athletic programs, miles of hiking/biking trails, nearly 50 parks, The Golf Club at Yankee Trace renowned municipal golf course, beautiful Victorian Homestead Benham’s Grove, nationally accredited Police and Fire departments, fine dining, upscale shopping, and charming historic downtown business district. The City of Centerville is a council-manager form of government dedicated to delivering exceptional services through thoughtful governance to ensure progress and stability.

Job Responsibilities:

- Responsible for daily banking and posting, including making deposits and completing daily reports.
- Process credit card payments.
- Process cash and check payments.
- Reviews building permits for new contractors.
- Prepare withholding, individual, and business income tax returns and reviews for accuracy.
- Oversee work of clerks and volunteers within the Income Tax division.
- Prepare refunds for taxpayers.
- Respond to citizens' questions and complaints regarding City income tax, tax forms, etc.
- Perform various clerical duties, including filing, labeling, stuffing, copying, etc.

- Assist in sending out assessments, quarterly withholding forms, and installment payment forms relating to City income tax.
- Maintain the ability to be bonded.

Minimum Qualifications:

- Bachelor's degree in accounting, business, public administration, or related field. Bachelor's degree preferred or combination of education and relevant experience.
- Experience in accounting and finance.

The pay range is \$25.95-\$33.73 per hour depending on qualifications and experience, plus an excellent benefits package.

Equal Opportunity Employer