

## **Finance Specialist**

The City of Montgomery is seeking a responsible and professional individual for the position of Finance Specialist in the City's municipal income tax office of the Finance Department.

This position is responsible for maintaining confidential tax records and accounts, income tax processing, auditing, tax collections, oral and written correspondence with taxpayers, and assisting residents in the preparation of tax returns. This position reports to the Tax Commissioner and/or Finance Director.

The ideal applicant will have a sincere desire to assist the public and will possess excellent customer service skills. The successful applicant will also prefer a team-based environment and be willing to contribute to cross-departmental team efforts.

The successful applicant must have good organizational skills and have the ability to maintain accuracy while working in a fast paced and deadline driven environment. The successful applicant must possess the ability to handle and maintain confidential information as well as the ability to communicate effectively, both orally and in writing.

The ability to use finance/payroll/tax software is beneficial for this position. Basic knowledge of the principles and practices of accounting/auditing and knowledge of municipal tax law is preferred.

A high school diploma or GED is required. A degree in accounting or another business-related field is preferred. Training and/or experience in federal and municipal taxation and the interpretation of tax regulations is a plus.

The applicant must pass a background check and drug screen. Pay range is \$22.50 – 28.13/hour. To be considered for this position, a completed City of Montgomery employment application form is required and is available at Montgomery City Hall or can be downloaded from [www.montgomeryohio.org](http://www.montgomeryohio.org). Submit employment application, resume and cover letter to: City of Montgomery, attention: Human Resources Manager, 10101 Montgomery Road, Montgomery OH 45242 by 5PM, August 3, 2018. EOE/ADAAA