

REYNOLDSBURG CIVIL SERVICE COMMISSION
POSITION ANNOUNCEMENT

TAX ADMINISTRATOR

The Tax Administrator is a full time classified position, working 40 hours per week, Monday through Friday from 8:00 am to 5:00 pm. This position reports to the City Auditor.

Minimum Qualifications:

- A two year or (preferred) four year degree from an accredited college, in accounting, business administration, finance or a closely related field.
- Five years proven experience in federal, state or municipal income tax, payroll tax principles or accounting.
- Combined education and/or experience will be considered
- Must be bondable.
- Must pass an extensive background check.

Examples of Essential Functions of the Position:

- Designated subject matter expert on city income tax for the City, Regional Income Tax Agency (RITA) and the State of Ohio
- Oversees set up and collection of income tax for any designated, specialized tax districts/zones as contractually obligated (i.e. JEDDS, E-Zones)
- Interprets City Tax Ordinance/Ohio Revised Code and monitors for potential legislative changes
- Maintain and secure all tax records at the highest level of confidentiality according to law
- Prepares/audits municipal tax forms
- Advises individual and business taxpayers, tax professionals and the general public of the City's tax requirements

To Apply: Send a detailed resume and cover letter to civilservice@reypd.com or mail such to the Civil Service Commission, 7232 E Main Street, Reynoldsburg, OH 43068. ***Pertinent information in your resume will be weighted to rank candidates so it is imperative that you provide detailed information for this process.*** A job description and detailed information are on the City's website at www.ci.reynoldsburg.oh.us.

Deadline to Apply: The cover letter and resume must be received by March 19, 2021.

Starting Salary: \$65,000 to \$71,000 (commensurate with experience) included excellent benefits.

Questions: Call Azia or Linda with the Civil Service Commission at 614-322-6934 or email us at civilservice@reypd.com.

The City of Reynoldsburg is an Equal Opportunity Employer