City of Sharonville

Employment Opportunity

Tax Administrator

Opening Date: December 1, 2025
Closing Date: December 22, 2025
Expected Salary Range: $75,000 - $85,000

Position Overview:
The Tax Administrator is an unclassified, exempt position within the City of Sharonville's Finance Department, reporting to the Finance Director. This role is responsible for planning, organizing, and supervising all activities of the Tax Office, ensuring compliance with state statutes and city ordinances related to municipal income tax and hotel/motel occupancy tax.

Qualifications:

- Bachelor's degree in accounting, Finance, Business Administration, or related field.
- Minimum of 3 years in managerial or progressively responsible accounting/finance roles is desirable.
- A combination of additional education or professional experience and training may be considered.
- Valid driver's license.

Essential Functions:

- Supervise Tax Office staff, including hiring, training, scheduling, and performance evaluations.
- Administer city-wide tax collection, enforce ordinances, and ensure accurate recording and reporting of revenues.
- Conduct audits of tax returns, research delinquent accounts, and manage collection efforts through agencies and courts.
- Prepare reports, implement tax-related software, and assist taxpayers with inquiries.
- Represent the City in tax appeals and legal matters; update ordinances based on legislative changes.
- Oversee tax form distribution, website updates, and office facility maintenance.
- Maintain complex and confidential records.
- Assist with annual budget preparation and manage invoices.

- Coordinate with Economic Development Department to fulfill revenue-sharing agreements with local schools under tax abatement and employers under incentive programs.
- Proficiency in Microsoft Word, Excel, and tax-related software.
- Attend meetings and seminars to stay current on tax legislation.

Salary and Benefits:
The compensation package includes an annual range of $75,000 – $85,000 commensurate with experience. The City offers a highly-competitive benefits package that includes a health insurance plan with HSA employer contributions ($500 single/$1,000 family), the City pays 95% of the total premium cost; a personal wellness and rewards program with the opportunity to earn additional HSA contributions ($1,500 single/$2,500 family); a generous health insurance opt-out program; paid life insurance; participation in the Ohio Public Employees Retirement System; paid vacation; 11 paid holidays; flex scheduling; tuition reimbursement; membership to the Sharonville Community Center and much more.

About the City of Sharonville:
The City of Sharonville is conveniently located 15 miles north of downtown Cincinnati, situated off interstates 75 and 275 and nestled in both Hamilton and Butler Counties. Sharonville has approximately 13,500 residents and, due in large part to its large diverse workforce, a daytime population that exceeds 40,000. The City prides itself on being a vibrant, close-knit community that strongly supports its businesses and visitors.

Sharonville's tax structure, location, and existing business foundation have been catalysts for driving the city's growth. It is one of the few cities in the State of Ohio that does not levy property taxes. It is home to a wide variety of businesses including Ford Motor Company, Gorilla Glue, StandardAero, and Jacobs Engineering. The city boasts dozens of small and medium sized businesses, 25 hotels, and a thriving and diverse selection of restaurants.

In addition to being an attractive and desirable place to live and do business, the City of Sharonville is also a great place to work. The city is an award-winning employer, having been recognized multiple years in a row by Ohio Business Magazine as a premier workplace and by Engaging Local Government Leaders as one of the nation's best local government employers. As a whole, the City organization consists of approximately 260 dedicated employees. City departments include Administration & Finance; Economic Development; Community Development; Convention Center; Public Works; Police; Fire & EMS; Mayor's Court; and Parks & Recreation.