

City of Bedford, Ohio
Municipal Income Tax Department
Part Time position -Income Tax Auditor

General Description of Duties:

The City of Bedford is recruiting for a Part- Time income tax Auditor within the municipal income tax department. This position is a 20 hour position per week. The hours will be flexible between 8:00 am and 5:00 pm daily. This position is responsible for auditing and processing municipal income tax returns on a daily basis, assisting with collection of past due accounts, and assisting the finance department with receptionist functions when necessary.

Required Knowledge, Skills and Abilities

The applicant must have knowledge and expertise with usage of computers, municipal income tax return preparation, good organizational skills, and excellent data entry skills. The applicant must have some knowledge of standard office practices, procedures, equipment. The applicant must have the ability to learn assigned tasks readily with minimum amount of training. The candidate is required to have the ability to work well with the public, other city employees, and project a positive image to the public. Must have excellent oral and written communication skills, Applicant must have at least a high school degree. Applicants with related college coursework in Taxation, Accounting and business preferred.

Compensation

Pay range is \$13.00-15.00 per hour; entry rate contingent upon applicants related skills, knowledge and abilities.

Application process

Submit a **Resume and Cover Letter**, by 4pm on Monday October 22, 2018 to the following address:

City of Bedford
Finance Director
165 Center Road
Bedford, Ohio 44146

Or by e-mail at FGambosi@BedfordOh.gov
Or by Fax to 440-232-5638

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