



Job Announcement

INCOME TAX SPECIALIST Finance Department (Tax Division)

The City of Miamisburg, Ohio, (pop. 20,000) a well-established, progressive city located southwest of Dayton, is seeking applications for Tax Specialist. As a key Tax Division staff position, the successful candidate will maintain a high level of interaction with other City staff as well as residents and businesses.

Position Overview

Under the direction of the Tax Administrator, this position will provide support for income tax collection including, but not limited to, posting payments, preparing and reviewing tax returns, billing of delinquent accounts, and filing charges for non-payment and any related correspondence to the above responsibilities. The City is looking for someone who can work effectively with supervisors, co-workers, businesses, and the public; and maintain positive front-line public relations.

Education & Experience:

- Associate's Degree from an accredited college or university in Finance, Accounting, Business Administration or related area
- A minimum of two years of tax experience or related education, or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the position; and
- Working knowledge and experience with tax program software

A combination of education, experience and training may be applied in accordance with the City of Miamisburg policy.

Additional Requirements

- Basic knowledge of city income tax laws, federal tax laws and their application to municipal tax compliance
- Intermediate math skills of addition, subtraction, multiplication, and division

- Basic computer data entry skills
- Proficient with use of office equipment such as printer, copier/scanner, fax machine, phone and calculator
- Proficient in Microsoft Word, Excel, and Outlook; and
- Effective oral and written communication skills.

Compensation & Benefits

The 2019 hourly wage range for the position is \$14.07 – 29.09, DOQ with an excellent benefits package. Applications can be found at www.ci.miamisburg.oh.us. Interested individuals should submit their application, resume and cover letter to Human Resources Director, Leslie Kohli, at Leslie.Kohli@cityofmiamisburg.com. Review of applications will begin on Monday, August 26, 2019 and will continue until position is filled.

Disclaimer: The City of Miamisburg considers all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other legally protected status.