



# City of New Philadelphia, Ohio

## JOB DESCRIPTION

**Division/Department:** Income Tax Department

**Location:** City Hall

**Job Title:** Income Tax Administrator

**Reports To:** Auditor

**Supervises:** Full and Part Time Data Processors

**Hours:** 40 per week, as scheduled by supervisor.



**EXEMPT**



**NON-EXEMPT**



**BARGAINING**



**NON-BARGAINING**

### SUMMARY OF POSITION

Enforces City income tax ordinances and accounts for revenues received, while managing delinquent accounts, up to and including referral of criminal charges to Municipal Court for same.

### EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience. Bachelor's degree in related field of study strongly encouraged.
- Reasoning:
  - Ability to solve practical problems through the use of critical thinking skills.
  - Interpret a variety of written and oral instructions.
- Mathematical:
  - Excellent math and critical thinking skills.

### CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- Valid Ohio driver's license
- Knowledgeable of City income tax ordinances.
- Extensive knowledge of federal, state, and local income tax laws.
- Experience in reviewing income tax returns.
- Proficient in Microsoft Office Suite software applications.
- Broad customer service experience.
- Experience in a supervisory role.
- Ability to sit 3 hours with break.
- Ability to walk/stand 2.5 hours with break.
- Ability to frequently bend, twist/turn, climb, and reach above shoulder
- Ability to perform continuous use of typing on a keyboard.
- Ability to occasionally squat/kneel.

<b>Division/Department:</b> Income Tax Department		
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<b>Reports To:</b> Auditor		
<b>SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:</b>		
<ul style="list-style-type: none"> <li>• Administers the Income Tax Ordinance.</li> <li>• Maintains records showing amounts received from taxpayers and date of receipts.</li> <li>• Supervises as well as operates various office machines and computer.</li> <li>• Supervises and files taxpayers' records and reviews various sources for possible new taxpayers.</li> <li>• Conducts continuous studies and analyses of City Income Tax procedures and forms.</li> <li>• Conducts annual safety walkthroughs for each area/building of the department to remain compliant per OSHA and PERRP regulations; submits findings and report to Human Resources.</li> <li>• Administers City-approved Human Resource Department programs inclusive of staffing, labor relations, safety, and employee development.</li> <li>• Maintains knowledge of Federal and State income tax laws.</li> <li>• Provides taxpayers information on how to complete a tax return and the tax requirements.</li> <li>• Reviews tax returns for proper amount of tax due and ensures confidentiality of all records/reports.</li> <li>• Reports revenues received to the Auditor and Treasurer and prepares monthly report of collections for City Council.</li> <li>• Prepares annual financial and other income tax and accounting forms and reports.</li> <li>• Evaluates delinquent accounts and submits them to the Ohio Attorney General for collection.</li> <li>• Refers criminal and civil court claims against delinquent taxpayers to Municipal Court.</li> <li>• Enforces and abides by the income tax ordinance of the City of New Philadelphia.</li> <li>• Conducts reviews of tax returns and determines all funds due.</li> <li>• Maintains extensive knowledge of the computer system and its operations.</li> <li>• Interprets City income tax ordinance for various tax accounts.</li> <li>• Consistently checks and responds to incoming email communication.</li> <li>• Performs other work or duties as assigned by supervisor or designee.</li> </ul> <p>► Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</p>		
<b>WORK EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Excellent ability to communicate effectively both orally and in writing in the English language.</li> <li>• Ability to perform all required duties, both mentally and physically.</li> <li>• Ability to work independently and is self-supporting and supervise the work of others.</li> <li>• Ability to follow complex oral and written directions and prepare complex auditing reports.</li> <li>• Displays excellent interpersonal skills with the public-at-large as well as a positive working relationship with subordinates and co-workers.</li> <li>• Displays discipline and focus in the work environment</li> </ul>		
REVIEWED BY	Vicki Daniels	<i>Title:</i> Income Tax Administrator
APPROVED BY	Beth Gundy	<i>Title:</i> Auditor

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.