CITY OF ASHTABULA
INCOME TAX SPECIALIST
POSITION AVAILABLE

The City of Ashtabula is seeking applications for an Income Tax Specialist – Finance Department.

Interested persons may apply for this position by emailing a resume and application to Finance Director Vladimir Verkan at 4250 Lake Avenue, Ashtabula, OH 44004 or by emailing financedirector@cityofashtabula.com. All applicants must have a valid driver's license, pass a pre-employment drug screen, and background check. A copy of the job description is available upon request of application.

The City of Ashtabula is an Equal Opportunity Employer.
Vladimir Verkan
Ashtabula City Finance Director

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Please send billing and proof of publication to:
City of Ashtabula
c/o Finance Director
4250 Lake Avenue
Ashtabula, OH 44004

City of Ashtabula Job Description

Position Title: Income Tax Specialist **Department:** Finance /Income tax

Hours: 8:00 a.m. - 4:30 p.m.; Monday through Friday

Rate of Pay: Step 1 (0-2 years) - $25.96; Step 2 (3-5 years) - $27.26; Step 3 (6-10 years) - $28.63; Step 4 (11+ years) - $30.06 ($1.00 per hour less if less than 120 days of service)

Department Supervisor: Director of Finance

Minimum Requirements:

•Associate degree in accounting or business administration or related field. Related work experience of three (3) years in a income tax field or an equivalent balance of experience and education. Working knowledge of MITS or similar income tax software.

General Statement of Duties:

The Income Tax Specialist coordinates the day-to-day activities of the income tax department; performing a wide variety of confidential and complex duties in some or all of the following functional areas: Income Tax, Cash Handling, Customer Service, Purchasing, Banking, Document Maintenance/Management, Account Maintenance and Data Entry and Retrieval.

Major Areas of Responsibility

Major areas of responsibility include but are not limited to:

- Income tax
- Cash Handling
- Customer Service
- Account Maintenance

Primary Objectives:

- Preserve confidentiality
- Achieve maximum collections of local income tax
- Enhance and promote the integrity and confidentiality of the functions of the income tax department
- Contribute to the safeguarding of the public funds
- Maintain the integrity of income tax software
- Implement best practices in the functional areas of public finance and income tax collection
- Implement internal controls, separation of duties, productivity, quality, and customer-service standards
- Timely completion of departmental duties

Specific Responsibilities of the Job

Communicates effectively and in a timely manner with the Director of Finance regarding the operations of the income tax department; performs responsible, paraprofessional work carrying out responsibilities related to income tax administration.

Income tax

- Audit, Calculate and Process Income Tax returns
- Taxpayer correspondence

- Income tax billing
- Maintain accounts receivable for income tax
- Recommend accounts to be placed with outside collection agencies, small claims court & US Bankruptcy courts
- Maintain taxpayer accounts
- Maintain Income tax documentation
- Produce and distribute income reports
- Serve as the point of contact for the income tax department
- Serve as the liaison to the income tax review board

Cash Handling
- Balance the cash drawer
- Create deposits

Purchasing
- Create requisitions for department purchases and taxpayer refunds
- Maintain Purchase order files

Customer Service /Department Support
- Answer phones and customer window
- Accept payments
- Compile statistics for financial statements and CAFR
- General correspondence
- Provide department support as directed

Required Knowledge, Skills, and Abilities
The individual should be self motivated, discerning and adaptable with the ability to access need, plan programs and execute plans without an excessive amount of supervision.

Job Requirements
These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated knowledge in local income tax collections
- Experience with income tax or finance and accounting software, Microsoft Office, email and voice mail
- Working knowledge and/or experience in municipal finance and operations
- Working Knowledge and/or experience in fund accounting and government purchasing methods
- Excellent written and verbal communication skills
- Ability to operate a computer, printer, fax machine, adding machine and other standard office equipment

Physical Demands
While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel.

The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Work Environment

General office environment; work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

NOTE:

This job description corresponds to the Income Tax Administrative Assistant. The primary changes are that the Income Tax Specialist will coordinate the day to day activities for income tax and have more responsibilities related to delinquent accounts and the income tax review board. The wage increase for such is approx 5%.

City of Ashtabula
4250 Lake Avenue
Ashtabula, Ohio 44004

APPLICATION FOR EMPLOYMENT
(PLEASE PRINT CLEARLY IN INK)

The City of Ashtabula is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

NAME (Last)	(First)	(Middle)	Date

ADDRESS	CITY	STATE	ZIP CODE

TELEPHONE NUMBER	EMAIL ADDRESS

POSITION APPLIED FOR

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____
(Proof of eligibility will be required upon offer of employment.)

ARE YOU OVER THE AGE OF 18 YEARS? YES _____ NO _____ (If no, you may be required to provide authorization.)

CAN YOU WITH OR WITHOUT REASONABLE ACCOMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES _____ NO _____

HAVE YOU EVER WORKED FOR THE **CITY OF ASHTABULA**? YES_____ NO_____

IF YES, WHEN? FROM_____ TO _____ WHERE? _____

CLASSIFICATION : _____

DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVER'S LICENSE (CDL)? YES_____ NO_____
IF YES, WHAT CLASS? _____ EXPIRES_____

HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE PAST FIVE YEARS? YES _____ NO _____
IF YES, PLEASE EXPLAIN: _____

IS ANYONE RELATED TO YOU EMPLOYED WITH THE **CITY OF ASHTABULA**? YES _____ NO _____
IF YES, PLEASE GIVE THEIR NAME AND RELATIONSHIP TO YOU._____

WHAT SALARY OR RATE OF PAY DO YOU EXPECT TO RECEIVE IF EMPLOYED? $_____PER _____

ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____

HOW DID YOU HEAR ABOUT US? _____

EDUCATION

SCHOOLS	NAME AND LOCATION	# YEARS COMPLETED	COURSE OF STUDY OR MAJOR	DIPLOMA OR DEGREE	AVERAGE GRADES
ELEMENTARY					
JR. HIGH SCHOOL					
HIGH SCHOOL					
COLLEGE					
VOCATIONAL SCHOOL					
GRADUATE SCHOOL					

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES _____ NO _____

PLEASE LIST ANY ACADEMIC HONORS, SCHOLARSHIPS, OFFICES HELD, ETC. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

_____

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, LICENSES OR SKILLS. _____

_____

HAVE YOU RECEIVED ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES _____ NO _____
PLEASE GIVE DATES AND EXPLANATION: _____

_____

EMPLOYMENT HISTORY

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? _____

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? YES _____ NO _____

IF YES, PLEASE EXPLAIN._____

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at the City of Ashtabula.)

1. FROM: Month/year TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START $_____ END $_____
COMPANY NAME ADDRESS AND PHONE:		REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:			
2. FROM: Month/year TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START $_____ END $_____
COMPANY NAME ADDRESS AND PHONE:		REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:			
3. FROM: Month/year TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START $_____ END $_____
COMPANY NAME ADDRESS AND PHONE:		REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:			

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL WILL HELP US IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
1.			
2.			
3.			

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the City of Ashtabula that such employment with the City of Ashtabula is at will, for no specified duration and may be terminated by either the City of Ashtabula or myself at any time, with or without cause or notice unless otherwise directed by a current bargaining agreement recognized by the City of Ashtabula. I understand that none of the documents, policies, procedures, actions, statements of the City of Ashtabula or its representatives used during the hiring process is deemed a contract of employment real or implied. I understand that no representative of the City of Ashtabula except the Ashtabula City Manager, the Ashtabula Municipal Court Judge, the Ashtabula City Solicitor, or City Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the authoritative elected official(s).

In consideration for employment with the City of Ashtabula, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Ashtabula at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the business conducted by the City of Ashtabula, attendance and punctuality are considered essential requirements of every job at the City of Ashtabula and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the City of Ashtabula, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. There is potential for disqualification if an unsatisfactory result is obtained from the testing. Refusal to cooperate or attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Ashtabula and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that the information provided on this application for employment may be subject to public record in accordance with Ohio Sunshine Laws.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

_____

Signature Date

THE CITY OF ASHTAUBLA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

The City of Ashtabula is a Drug and Tobacco Free Workplace