

City of Canfield

Income Tax Administrator

Pay Rate: \$24.82/hr

Schedule: Mon-Fri 8:00am - 4:30pm

Required Minimum Qualifications

- Must be at least 21 years of age
- Bachelor's degree in accounting, finance or related field is preferred. Combination of education and experience will be considered in lieu of a Bachelor's degree.
- Minimum 2-4 years of experience in accounting practices (governmental experience preferred).
- Extensive public accounting tax experience and the ability to implement process improvements is preferred.
- Ability to perform several tasks concurrently in an organized and efficient manner.
- Clear diction and legible handwriting.
- Experience and proficiency in Microsoft Office software is required.
- Exceptional interpersonal, oral and written communication skills.
- Excellent time management skills, ability to manage self-directed worktime and prioritization of tasks.
- Demonstrated prioritization skills and persistence.

Job Description

Under the supervision of the finance director, the income tax administrator is responsible to administer and enforce all provisions of the City of Canfield income tax regulations. This includes, but is not limited to: maintaining confidentiality of tax records; maintaining records of tax accounts; collecting, recording and depositing payments; receiving and auditing tax forms and other duties as may be delegated by the finance director.

The responsibilities of the income tax administrator require consistent attention and commitment to this city's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and professional manner. The income tax administrator must accept the responsibility to support and promote this city's mission and comply with its directives. Personal conduct and behavior must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the city or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work without direct supervision. Successful performers are those who are capable and willing to make decisions that are consistently in line the agency's mission, goals, and objectives.

Successful candidates must be computer literate with strong typing skills, conflict resolution/interpersonal skills, mathematical and problem-solving skills, a strong ability to multi-task and be able to work with minimal supervision.

Submit Application for employment, cover letter and resume to wcalhoun@ci.canfield.oh.us

Please visit <http://www.ci.canfield.oh.us/career-opportunities> for more details.