

The City of Wooster
Tax Specialist– Full-time – Classified
Minimum Starting Wage - \$23.16

The Tax Specialist assists with the maintenance and operation of the City’s income tax system. This position manages workflow to ensure income tax transactions are processed timely and accurately, audits individual tax returns for accuracy, performs W-2 reconciliations and audits for accuracy, prepares purchase orders for tax refunds, maintains records and processes timely cash receipts, and maintains accuracy of the income tax database systems. The Tax Specialist provides high quality customer service by responding and resolving customer inquiries in a professional, timely, and courteous manner.

Applicants must meet the following:

MINIMUM QUALIFICATIONS: Qualified candidates must have a high school diploma or equivalent. Associate’s degree from an accredited educational institution in accounting or closely related field is preferred. A minimum of three (3) years’ work experience in accounting or finance is required. Experience in government accounting, finance, or municipal income tax is preferred. Previous work experience using computers, knowledge of Microsoft Office products, and a valid motor vehicle license issued by the State of Ohio with a clean driving record are required. Candidates must have excellent interpersonal and communication skills and be able to resolve conflicts, make decisions, use good judgement, and follow and prepare complex oral and written procedures.

EXAMINATION PROCESS: An oral unassembled Civil Service examination will be administered for this position. Candidates meeting minimum qualifications will be contacted to schedule an oral examination. Passing applicants on the oral civil service examination will be placed on a Civil Service eligible list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications and remain on the eligible list. Such examinations may include, but not be limited to: psychological and/or psychiatric examination, background investigation, personality assessment and personal interview. The duration of the list will be one year or until exhausted.

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. The application deadline is Thursday, May 9, 2024.

Special auxiliary aids for handicapped persons are available upon request. At least five (5) days notice is required prior to the Civil Service Examination. Requests must be made to the Human Resources Division 330-263-5254, during regular working hours.

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