

JOB OPPORTUNITY

We are looking for an individual who is accountable, with strong detail orientation and organizational skills, to join our growing team! Resumes will be accepted through **December 5th, 2025 (5 PM)**

JOB TITLE: ACCOUNTING TECHNICIAN - PAYABLES
CLASSIFICATION: NON-EXEMPT
GRADE: GRADE 3 (starting pay \$25.39/hr.)
DEPARTMENT: ADMINISTRATION
REPORTS TO: ACCOUNTING MANAGER
LOCATION: BRECKSVILLE

About RITA: Our **Mission** at RITA is to provide Ohio cities and villages with a high quality, cost effective municipal tax collection service. We currently serve over 400 cities and villages across the State of Ohio, collecting and distributing more than \$2B of municipal income tax revenue annually, at an average cost in 2024 of just over one cent of every dollar collected. These income tax dollars are crucial to the provision of the public safety, infrastructure and recreational services that make these cities and villages great places to live, work and do business. At RITA, we work hard to fulfill our **Mission** to the Ohio cities and villages we serve and strive to be the best and top choice for municipal tax collection in Ohio.

RITA Benefits: RITA is an OPERS employer that offers low monthly premiums for health benefits for employees, spouses and dependents with no monthly cost for dental and vision coverage. The Agency makes bi-annual contributions to employees' Health Savings Accounts. Additional benefits include paid vacation and sick leave, including for mental health and for time to volunteer, along with 3 personal days provided on the anniversary of the employee's hire date. The initial 3 personal days are provided upon successful completion of the 180-day Introductory Period and then again at the second anniversary and each anniversary thereafter. Employees also have access to an employee assistance program, which offers many services including digital Cognitive Behavioral Therapy (DCBT), benefits and claims advocacy services, and assistance with other matters, such as childcare, mental health and legal assistance.

Work Environment: You will be assigned to work at RITA's Brecksville office. Where possible, we seek to work with our employees to meet their needs while still providing excellent service and fulfilling our **Mission**. Our dress when in the office is professionally casual – jeans are welcome. We thrive on collaborative work, and we are best as a team with each person doing their part. There are plenty of opportunities for job growth within the Agency; Career growth and development is encouraged and supported.

About the Role: The purpose of the position is to perform assigned duties within accounts payable and receivable, purchasing, investments and inventory functions.

DESCRIPTION OF ESSENTIAL FUNCTIONS

1. Reviews and verifies accounts payable invoices. Maintains accounts payable files.

2. Evaluates and audits purchase requisitions from Agency departments and obtains approval for purchase. Contacts vendors and negotiates favorable pricing and terms for the Agency.
3. Processes Agency investment transactions and maintains ledgers.
4. Processes and reconciles Agency Legal Fees Account for Members.
5. Prepares distribution to member municipalities.
6. Creates daily deposits and maintains cash receipts.
7. Reconciles Agency bank statements for various checking accounts.
8. Controls and maintains Agency's inventory of office supplies.
9. Issues payments to vendors as approved.
10. Assists with annual independent audits.
11. Serves as backup for receptionist.
12. Utilizes a variety of standard office equipment, computer programs and computer systems in the completion of essential functions including but not limited to telephone, facsimile, photocopier, calculator, and personal computer with word processing, spreadsheet and/or database software, electronic mail system, accounting systems (VIP and QuickBooks) and RITAX®.
13. Performs other related work as assigned.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, the Agency reserves the right to revise the job or to require that other or different tasks be performed as assigned.

PHYSICAL REQUIREMENTS: The individual assigned to this position must be able to complete all physical requirements of the job, with or without a reasonable accommodation, which include, but are not limited to the following:

- Tasks involve extended periods of time in a stationary position.
- Constantly operates a computer and other office equipment.
- Must be able to exchange accurate information to accomplish the essential functions of the job.

ABOUT YOU Associate's degree with course work emphasis in business or accounting; supplemented up to four (4) years previous experience and/or training; or an equivalent combination of education, training, and experience.

HOW TO APPLY: Please submit your resume to RITAJobs@ritaohio.com no later than 5 PM on December 5th, 2025. Only qualified individuals being considered will be contacted for an interview.

The Regional Income Tax Agency (Agency) is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel decisions are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic. In compliance with the Americans with Disabilities Act, the Agency will seek to provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Agency.