



City of South Lebanon
10 North High Street
South Lebanon, Ohio 45065
(513) 770-4872
www.southlebanonohio.org

Job Posting

Deputy Director of Finance / Tax Administrator

Salary:	\$61,443 - \$86,008	Department:	Finance / Tax
Status:	Full-Time	Work Hours:	M - F 8:00 a.m. – 4:30 p.m.
Classification:	Unclassified	FSLA Status:	Exempt
Opening Date:	10/14/2024	Closing Date:	11/08/2024 4:30 p.m

The City of South Lebanon's Finance Department is seeking candidates for the full-time position of Deputy Director of Finance / Tax Administrator. The successful candidate must possess initiative, strong leadership, management and interpersonal skills, solid written and oral communication skills, and excellent customer service skills.

Responsibilities (Not all inclusive):

The Deputy Director of Finance / Tax Administrator assists the Director of Finance with supervising and administering finance operations with an emphasis on the tax collection aspect of the City's finances. The position may act as Director of Finance in their absence.

- Administers the day-to-day operations of the Tax Department, including the review and evaluation of personnel.
- Audits returns submitted by residents and businesses for accuracy and compliance with the City's tax ordinance.
- Prepares local income returns for residents.
- Develops policies and procedures for the Finance Department.
- Fosters positive community relations with residents and businesses by providing exceptional customer service while efficiently collecting the City's income taxes.
- Gathers data from various sources in search of new accounts, delinquent accounts, and discontinued accounts.
- Investigates, identifies, and initiates collection proceedings of delinquent income tax accounts, both business and residential. Represents on behalf of the City in legal proceedings related to prosecution of delinquent taxpayer accounts.
- Prepares monthly reports and other financial information for the Finance Department.

Qualifications: Bachelor's degree from an accredited college or university with major course work in Accounting, Finance, or Business Administration, or a related field, and a minimum of three (3) years of experience in municipal income tax collections, with knowledge of Ohio municipal tax laws and regulations, of which at least one (1) year in a supervisory role; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

Benefits:

- Competitive medical, dental, vision and life insurance benefits on the first of the month following the date of hire.
- Member of the Ohio Public Employees Retirement System (OPERS)
- Holidays: 12 observed holidays
- Sick Days: 120 hours annually accrued bi-weekly
- Vacation based on years of service: 80 hours per year for years 1 to 6; 120 hours per year for years 7 to 14; 160 hours per year for years 15-19 years; 200 hours per year for over 20 years of service
- Personal Leave: 8 hours per year

The complete job description and application can be found on the City of South Lebanon's website at: southlebanonohio.org/employment-opportunities/

Hiring process:

Qualified individuals interested in this position should submit an application and resume to the City of South Lebanon, Finance Department, 10 North Main Street, South Lebanon, Ohio, 45065, or by email at finance@southlebanonohio.org.

Application deadline is November 8, 2024, or until the position is filled.

Candidates receiving a conditional job offer must pass a background and a drug screen.

Questions: Questions should be directed to Tina Williams, Director of Finance at (513) 494-2296 or by email at twilliams@southlebanonohio.org.

The City of South Lebanon is an Equal Opportunity Employer