



The City of Tipp City is seeking qualified applicants for the Finance Clerk II position in our Income Tax Department.

GENERAL DESCRIPTION:

Appointed by the City Manager and working under the managerial direction of the Income Tax Supervisor, the incumbent is responsible for handling day to day customer interactions and disputes; responsible for setting up new accounts and finalizing accounts daily; prepares various reports and bills to be on a routine basis; prepares and sends out notices (e.g. penalty notices, reminder notices, collection notices, etc.) regularly; performs other general administrative support duties as assigned. The incumbent is responsible for the accuracy of their work product involving execution of various procedures and processes. The pay range for this position is \$17.25-\$27.12 per hour.

QUALIFICATIONS:

Completion of secondary education or equivalent and one year experience in finance, accounting or related field, or; any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Associates degree preferred.

Applications must be received no later than Friday, January 10 at 5pm.

Interested candidates should submit their completed application, cover letter, and resume via the "Apply Online" link on this page, email to dagleya@tippcity.net, or send/drop off to:

City of Tipp City
Human Resources
260 S. Garber Dr.
Tipp City, OH 45371

The City of Tipp City is an Equal Opportunity Employer.