



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

Tax Clerk – Job Posting

Salary:	\$20.48 - \$28.68 Hourly	Department:	Finance / Tax
Status:	Full-Time	Work Hours:	M - F 8:00 a.m. – 4:30 p.m.
Classification:	Civil Service – Classified	FSLA Status:	Non-exempt
Opening Date:	07/11/2024	Closing Date:	08/01/2024 4:30 p.m

The City of South Lebanon’s Finance Department is seeking candidates for the full-time position of Tax Clerk. The successful candidate must be an enthusiastic, detail-oriented, mature and dependable individual, with excellent customer service skills. This position requires a high level of detail and accuracy and the ability to maintain the integrity of highly confidential information.

Responsibilities (Not all inclusive):

Under the administrative direction of the Tax Administrator, the Tax Clerk position exercises initiative, independence, and mature judgement in performing assigned activities associated with collecting the City’s local earnings tax.

- Prepares local income returns for residents.
- Audits returns submitted by residents and businesses for accuracy and compliance with the City’s tax ordinance.
- Calculates penalties and interest when appropriate; prepares and issues taxpayer correspondence; posts final returns to resident and business taxpayer accounts; responds to incoming correspondence; attempts collection of delinquent accounts; and prepares resident and business account refund requests.
- Receives payments and prepares receipts; posts tax transactions including payments to proper accounts; balances cash drawer; prepares bank deposits; prepares and maintains records according to established procedures; retrieves information from files.

Qualifications: Completion of secondary education or equivalent (high school diploma or GED) and one (1) year recent documented work experience and/or training in accounting, bookkeeping, finance, income tax, or related activities; 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.

This is a civil service position. All candidates must take the written **Account Clerk Civil Service Exam on Saturday, August 3, 2024, at 9:00 a.m.** to establish eligibility for the position of Tax Clerk. The exam will be held at the South Lebanon Municipal Building, 10 N. High Street, South Lebanon, Ohio 45065.

Compensation: Pay range for this position is \$20.48 to \$28.68 per hour. Entry rate is contingent upon the applicant's skills, knowledge and abilities.

Schedule: Monday through Friday 8:00 am to 4:30 pm with some required over-time during tax season.

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, application, and civil service eligibility selection form can be found on our website at: southlebanonohio.org/employment-opportunities/.

Hiring process: The hiring process will consist of a civil service test being held on Saturday August 3, 2024, at 9:00 am at the City of South Lebanon Municipal Building at 10 N. High Street in South Lebanon Ohio 45065.

Applications will be accepted by email at finance@southlebanonohio.org or in person at the South Lebanon Municipal Building, 10 N. High Street, South Lebanon, OH 45065. Applications must be received by 4:30 pm on August 1, 2024, to be permitted to take the test on August 3, 2024. A valid picture id is required for entry into the examination.

Successful candidates must obtain a score of 70% or higher to be placed on the eligibility list. The eligibility list will be used to schedule interviews beginning with the highest scoring candidates.

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

The City of South Lebanon is an Equal Opportunity Employer