



Job Vacancy Announcement

Assistant Finance Director/Tax Commissioner

Description

The City of the Village of Indian Hill, Ohio is currently accepting applications for the position of Assistant Finance Director/Tax Commissioner. Under the general direction of the Finance Director/Comptroller, the Assistant Finance Director/Tax Commissioner assists in managing the day-to-day operations of the Finance Department. This position requires comprehensive knowledge of municipal finance functions, including income tax collection, budgeting, accounting, financial reporting, procurement, payroll and benefits administration, investments, revenue sharing, and grant and loan administration. The Assistant Finance Director/Tax Commissioner is responsible for planning, organizing, coordinating, and executing financial management activities; overseeing payroll operations; administering income tax collection; and ensuring the accurate accounting and reporting of the Village's financial information.

The Assistant Finance Director/Tax Commissioner assists in the day-to-day supervision and coordination of Finance Department staff, including Administrative Assistants and the Finance Clerk/Secretary. In the absence of the Finance Director/Comptroller, they may assume their duties and act on their behalf to ensure the continuity of financial operations.

Essential Duties and Responsibilities

- Appointed by the City Manager to serve as the Tax Commissioner, responsible for administering and enforcing the provisions of the Village of Indian Hill Code of Ordinances and the Ohio Revised Code.
- Reviews and updates local ordinances to ensure ongoing compliance with state and federal laws.
- Assists the Finance Director/Comptroller in planning, organizing, coordinating, and directing Finance Department activities, including income tax collection.
- Supports the Finance Director/Comptroller with all phases of the budget process; trains and assists staff with budget entry, maintenance, and reporting in the accounting software system.
- Assists in developing and maintaining systems of internal control, policies, and procedures to ensure compliance with municipal finance, payroll, and tax collection laws and regulations.
- Performs a variety of professional administrative and analytical duties in support of personnel, budgeting, and general administrative functions of the Finance Department.
- In consultation with the Finance Director/Comptroller, develops and maintains high standards of customer service and operational efficiency; identifies and implements opportunities for improving departmental processes and service delivery.
- Responds to taxpayer inquiries, provides assistance with income tax preparation, and resolves questions or issues related to income tax compliance.
- Performs or assist Administrative Assistants with difficult or complex income tax matters; performs duties which include assisting with all income tax activities such as auditing returns, preparing correspondence, examining accounts, processing daily cash and check deposits received in person or by mail.

- Provides day-to-day technical guidance and direction to Administrative Assistants; assists employees and taxpayers in interpreting tax codes and resolving complex issues.
- Reviews and approves payment plans, penalty and interest abatement requests, and other income tax adjustments; provides assistance to difficult taxpayers whenever necessary; reviews delinquent accounts for further action.
- Reviews and examines taxpayer records and returns to verify accuracy and compliance with Village ordinances; calculates tax liabilities, penalties, and interest as appropriate; prepares periodic analytical and financial reports for the Finance Director/Comptroller.
- Oversees the tax administration and responds to correspondence on appeals or circumstances regarding tax disputes.
- Determines which delinquent taxpayers require legal action in Mayor's Court and prepares accompanying documentation and summons.
- Schedules and coordinates meetings of the Board of Review as necessary.
- Approves and processes reimbursements of overpaid tax to taxpayers.
- Prepares and reviews monthly income tax reports to ensure accuracy, validate deposits, and verify compliance with accounting standards.
- Prepares income tax revenue and expenditure forecasts and assists with related financial analyses.
- Strives to achieve continual improvement in the effective of the income tax collection process by recommending and implementing changes for improved efficiencies.
- Develops written and electronic forms for tax payer use and responsible for the administration of tax software, electronic filing software and other applicable financial software as assigned.
- Maintains Village's fixed asset system; coordinates asset records with the Director of Administrative Services to ensure records match; updates system to record disposals, changes in asset location, changes in asset value, etc. Updates inventory at least annually.
- Serves as primary liaison between Office of the State Auditor and Village staff to ensure accurate and consistent data gathering for the annual audit process.
- Ensures timely completion and submission of all required monthly, quarterly, and annual reports to regulatory agencies, including the IRS, State of Ohio, and pension funds.
- Prepares special studies, reports, audits as requested by the Finance Director/Comptroller and other Village leadership; manages assigned special projects.
- Assists with the month-end and year-end closing procedures in coordination with the Finance Director/Comptroller.
- Oversees payroll preparation and related payroll records; processes deposits, payments and performs invoice reconciliation; serves as backup payroll processor as needed.
- Reviews and approves all accounts payable and contractual transactions to ensure compliance with all federal, state and local laws.
- Assists in administering employee benefits including pension plans, insurance plans, and deferred compensation plans.
- Stays current with federal, state and local tax and labor laws to ensure the Village of Indian Hill is compliant.
- Maintains accurate records as required and according to the Village's records retention schedules and policies.
- Compiles data and supporting information to be used for annual budget preparation and analysis.
- Maintains required trainings or certifications from the Auditor of State to invest public funds.
- Regular and predictable on-site attendance required.

Knowledge, Skills and Abilities

- Comprehensive knowledge of governmental accounting standards and operations, including budgetary, accounting, and financial reporting systems in accordance with GAAFR, GAAP, and GASB principles.
- Strong understanding of the principles and practices of municipal accounting, including cost and fund accounting, auditing, financial management, and investment practices.
- Broad knowledge of municipal income tax laws and regulations, as well as relevant Ohio state and federal tax laws affecting municipal income tax administration.
- Thorough knowledge of operating and capital budget preparation, program evaluation, statistical methods, and financial research techniques.
- Proficiency with automated financial management systems and Windows-based applications, including Microsoft Word, Excel, and specialized municipal accounting and auditing software.
- Advanced ability to utilize Microsoft Excel for data analysis, financial modeling, and reporting.
- Familiarity with the public policy and administrative aspects of local government operations.
- Demonstrated ability to develop and implement budget and fiscal control systems that ensure transparency, accuracy, and compliance.
- Ability to handle confidential information with discretion and integrity.
- Strong teamwork, leadership, and collaboration skills with the ability to foster a positive and productive work environment.
- Ability to plan, organize, coordinate, and evaluate financial programs, projects, and systems to achieve departmental and organizational goals.
- Excellent analytical skills, with the ability to interpret complex financial data and prepare accurate and informative financial reports.
- Effective written and verbal communication skills, including the ability to convey complex financial information clearly and professionally.
- Strong organizational and time management skills, with the ability to establish priorities, create detailed schedules, and meet deadlines.
- Exceptional attention to detail and accuracy in all aspects of financial and administrative work.
- Confident public speaking and presentation skills for communicating financial information to staff, leadership, and the public.

Required Education and Experience

A Bachelor's degree in accounting, finance, business administration or related field with a minimum of five (5) years of experience in municipal accounting and/or income tax administration. Progressively responsible experience in managing and supervising staff engaged in financial operations preferred. A combination of education, training, and relevant experience that provides the necessary knowledge, skills and abilities to successfully perform the essential functions of the position may be considered.

Job Benefits

Starting salary at \$88,450 to \$123,000, depending on qualifications, with an excellent benefit package. Position is unclassified, FLSA exempt, and at-will.

Current benefits include:

- Participation in the Ohio Public Employees Retirement System
- Deferred Compensation Plans
- Comprehensive Health, Dental, Vision with employer contribution to Health Savings Account
- Employer paid Basic Life & AD&D in the amount of 1X salary up to a maximum of \$75,000

- Access to onsite workout facility and access to Beacon Tactical Performance and Rehabilitation Program/Employee Wellness Program
- Employee Assistance Program
- Education Assistance through Tuition Reimbursement
- 12 Paid Holidays
- Paid leave, including vacation, personal, sick and compensatory time
- Longevity pay annually after 5 years of service with the Village
- Years of service credit for those candidates who have prior service with other governmental units for vacation leave and eligibility to transfer up to 960 hours of unused sick leave with written verification from previous employer
- Supplemental Retirement Plan

Application Process

Qualified applicants are required to submit a detailed cover letter, resume and application for employment no later than 4:00 p.m. EST on Friday, February 20, 2026 for utmost consideration, although applications will be accepted until this position is filled.

All documents should be submitted at the same time and may be submitted electronically through the City's website (<https://indianhill.gov/employment/>), mailed or delivered to the attention of:

Jessica Chaney
Director of Administrative Services
Village of Indian Hill
6525 Drake Road
Cincinnati, OH 45243
(513) 561-6500
jchaney@indianhill.gov

All finalists will be subjected to a comprehensive background check and the selected candidate will be required to complete a drug screening and employment physical.