

Job Description
Tax Specialist
Tax Division

City of Sylvania

Reporting Relationship

This position reports to the Tax Commissioner

Position Function

This position accounts for all tax collections and prepares related financial statements and statistical data.

Job Responsibilities

Basic Tax Office Employee Responsibilities:

- Maintain strict confidentiality
- Set up and maintain taxpayer and employer accounts from various sources
- Open and process mail and lock box
- Audit and post tax returns, and extensions - prepare and send letters if necessary
- Post cash receipts
- Prepare deposit information for Finance Department. Maintain daily deposit spreadsheet
- Assist taxpayers on the phone or in the office - prepare returns, answer questions
- Bill tax accounts
- Scan all tax return, employer, and payment documentation
- Audit and post year end employer reconciliations and employer 1099's for people working in Sylvania
- Prepare new resident, employer, and tax preparer packets
- Maintain clean work area
- Answer refuse questions and maintain refuse information
- Identify new taxpayers
- Post refunds and claims for NRR's and CRC's
- Work with other tax offices and accountants
- Monthly bank reconciliation
- Work with other tax office employees, and other department employees
- Asset inventory
- Performs general office duties: filing, copying, scanning

Additional Responsibilities:

- Monthly invoicing of accounts
- Records retention
- Track postage account
- Refund verifications
- Answer department e-mail
- W-2 downloads
- Maintain cash drawer and petty cash
- State list
- Monitor & process information from Ohio Business Gateway, Fifth-Third, Official Payments
- Prepare & track claims to and from other cities
- Order supplies
- Form request follow ups

Performs other duties as assigned

Physical Requirements

Routine office physical demands -- sitting, talking/hearing and ability to use computer for extended lengths of time. Must be able to focus clearly at 20 inches or less.

Required Skill Sets

Occupational/Technical Skills

Knowledge of Federal, State and Local tax rules
Ability to use spreadsheet, database and word processing software

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to use techniques of effective time management
Ability to handle multiple priorities and projects
Ability to process paperwork effectively
Ability to keep clear and accurate records and reports
Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information
Knowledge of filing methods and records management techniques
Knowledge of modern office equipment

Cognitive Skills

Ability to deal with a variety of concrete variables in situations where significant standardization exists
Ability to interpret a variety of technical information with abstract and/or concrete variables
Ability to identify problems, recognizing symptoms, causes and alternative solutions
Knowledge of methods and techniques of research
Ability to interpret a variety of instructions in written, oral, diagram or schedule form
Ability to interpret professional periodicals and journals, technical procedures, and government regulations
Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference

Ability to research, compile and summarize a variety of informational and statistical data and materials
Knowledge of basic budgetary principles and practices
Ability to create and readily draw on a large pool of diverse sources of information
Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to inform people of decisions, changes, and other relevant information in a timely fashion
Ability to speak effectively one-to-one
Ability to demonstrate attention to and convey understanding of the comments or questions of others
Ability to use appropriate style, format, and tone in informal and formal business communications
Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary
Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

Ability to use tact and discretion
Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
Ability to deal courteously and diplomatically with the general public
Ability to maintain confidentiality
Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

Ability to take charge and initiate actions

Description of Working Conditions

Work is performed in an office setting and is subject to pressure from deadlines.

Experience and/or Educational Requirements

Two-year college certificate or equivalent; minimum five year's tax-related experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.