

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title: Tax Commissioner

Employment Status: Full-time

Dept./Div.: Tax Department

FLSA Status: Non-Exempt

Reports To: Fiscal Officer

Pay Status:

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education, preferably with an Associate's degree in accounting or related field, and a minimum of one (1) year of experience in bookkeeping, accounting, income tax or related field; or an equivalent combination of education, training, and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be able to be bonded.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Completes billing and collection of taxes imposed by village ordinance (e.g., posts final returns, prepares final returns, collects payment for taxes due, maintains accurate tax records, reports all monies received, etc.). Enforces payment of all income taxes owed the village and all provisions of the village ordinance relating to any matter or thing pertaining to the collection and payment of taxes.
3. Examines books, papers, records, and federal income tax returns of employers, tax payers, or any person subject to the village ordinance to verify the accuracy of withholdings due under the village ordinance; maintains records of all tax payers to ensure that they file in a timely manner.
4. Responds to inquiries regarding income tax and assists residents with tax preparation as requested.
5. Maintains accurate records (e.g., amounts due, returns, dates, amounts of payments, etc.) in accordance with applicable law and the village's Record Retention Policy.
6. Balances daily receipts and prepares daily bank deposit.
7. Travels to bank and post office to make deposits and mail correspondence.
8. Gathers data from various sources to locate and identify residents who have not registered with the Tax Department.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

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9. Determines and records the amount of tax due from tax payers who have failed to file or do not show the proper amount of tax due along with interest and penalties; takes delinquent tax payers to Mayor's court, which includes preparing summons; and represents the village in Mayor's court and Warren County court as necessary.
10. Prepares monthly, quarterly, and year end reports of tax collection and submits reports to the Finance Department for presentation to Village Council.
11. May assist Fiscal Officer with routine duties (e.g., payroll, authorization of purchase orders, receipts, daily deposits, etc.).
12. Demonstrates regular and predictable attendance.
13. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
14. Maintains ability to be bonded.

OTHER DUTIES AND RESPONSIBILITIES:

1. Remains informed of current developments and procedures pertinent to duties; may be required to attend workshops, meetings, or seminars related to duties performed.
2. Performs any other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: village policies and procedures; village tax ordinance and other applicable laws; department goals and objectives*; bookkeeping; tax records; basic accounting and mathematic principles; office practices and procedures; public relations; notary public; records management; court procedures.

Skill in: computer operation (e.g., Microsoft Word, Excel, Outlook, etc.); modern office equipment; motor vehicle operation.

Ability to: interpret policies, procedures, and regulations; interpret village tax ordinance; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; communicate effectively; gather, collate, and classify information; maintain records according to established procedures; develop and maintain effective working relationships; collect, record, and receipt money;

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respond to routine inquiries from public and/or officials; maintain confidentiality; resolve complaints; lift and carry equipment and materials weighing up to twenty (20) pounds.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Modern office equipment including a computer, calculator, typewriter, copier, and printer.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, or work with or in the vicinity of:

1. Handling of materials and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
2. Air contaminants.
3. Hazardous chemicals.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. May occasionally encounter hostility from the general public.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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