

JOB DESCRIPTION

City of Hillsboro  
Income Tax Department  
An Equal Opportunity Employer

**Title** Deputy Tax Administrator

**Reports To** Tax Administrator

**Employee Status** Full- Time

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QUALIFICATIONS:

1. High School Diploma or general education (GED)
2. Training and/or experience in office practices and procedures
3. Training and/or experience in bookkeeping and accounting
4. One (1) year experience within a village, city or county tax or related experience
5. Basic knowledge/understanding of tax practices.
6. Must have ability to be bonded.

GENERAL DESCRIPTION:

Under Tax Administrator's direction, receives, reviews and records tax returns and payments; assists tax payers; performs related clerical duties.

ESSENTIAL FUNCTIONS:

1. Opens departmental mail, answers phone calls and email, calculate and process returns on the system, process payments, etc; check for accuracy and forward to appropriate personnel. Date stamp all departmental mail received.
2. Filing of all tax related documents in appropriate folders.
3. Completes billing and collection of taxes imposed by City of Hillsboro ordinance (processes returns, prepares returns as needed, collects tax receipts, reports all payments received, keeps accurate records, etc.)
4. Maintains accurate records for six (6) years (e.g., adopts and promulgates regulations, etc.) relating to any matter pertaining to the collection and payment of taxes.
5. Enforces payment of all income taxes owed to the City of Hillsboro; is persistent in filing and collection of delinquent taxes by contacting them by letter, notice, court action, etc.
6. Enforces all provisions of the City ordinance (e.g., adopts and promulgates regulations, etc.) relating to any matter pertaining to the collection and payment of taxes.
7. Determines the amount of tax due from tax payers who have failed to file and/or does not show the proper amount of tax due along with interest and penalties.

8. Examines books, papers, records and federal income tax returns of employers, tax payers, or any person subject to the City ordinance to verify accuracy.
9. Responds to inquiries regarding income tax and assists citizens with tax preparation as requested.
10. Balances and has daily bank deposits for treasurer.
11. Maintains records of tax payers to ensure that they file in a timely manner.
12. Process new accounts and address changes from water work orders as well as verbal and written requests.
13. Operates standard office machines (e.g. computer, copier, typewriter, calculator)
14. Prepare small claims, subpoenas, failure to file court documents, etc.
15. Maintain organization and neatness within department. Ensure data security: maintain confidentiality of all taxpayer information.
16. Verify correctness of W-2's. Correspond with taxpayer of any difference.
17. Process credit card, Ohio Business Gateway and web transactions. Upload appropriate files to bank.
18. Process monthly and annual reports as directed.
19. Demonstrate regular and dependable attendance.
20. Demonstrate a professional and courteous mannerism with co-workers and taxpayers.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Attend workshops or seminars related to job duties.
2. Perform duties of the Tax Administrator in their absence.
3. Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** City policies and procedures; administrative goals and objectives; finance, safety practices and procedures; public relations, office practices and procedure; records management; accounting related duties. City tax ordinance; basic accounting principles; court procedures; supervisory techniques, IRS forms.

**Skill in:** Computer operations, including Internet access, as well as typing, calculator, printers, etc.

**Ability to:** Carry out detailed but basic written or oral instructions; 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; communicate effectively; gather, collate, and classify information; maintain records according to established procedures; develop and maintain effective working relationships; collect, record and receive money; accurately count money; interpret City tax ordinance.

**EQUIPMENT OPERATED:**

Computers, calculator, typewriter, copier, printers, credit card machine, folding machine.

**GENERAL DUTY: SAFETY AND HEALTHFUL WORKPLACE**

The employee:

1. Has contact with potentially violent and/or emotionally distraught persons.

**PERFORMANCE EVALUTATION:**

Per the City of Hillsboro's contract and/or policy manual.

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This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instruction and perform any duties required by the position's supervisor, Safety Service Directory, or Mayor.

\_\_\_\_\_  
Approved by Mayor or Safety Service Director

\_\_\_\_\_  
Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date