

City of Trenton

Job Announcement

Income Tax Commissioner

The City of Trenton, Ohio (population 13,000) in Southwest Ohio between Dayton and Cincinnati is seeking to fill the position of Income Tax Commissioner. Trenton is a growing community while retaining its small town attractiveness. Additional information about the City is available on the website at www.ci.trenton.oh.us.

Position Overview

The position is full time, classified, and exempt. The Income Tax Commissioner will report directly to the Treasurer and will be responsible for the collection and administration of the income tax and all that it encompasses. Income Tax Division staff report directly to the Income Tax Commissioner.

Major Duties

- Includes reviews and audits of individual and business income tax returns as well as employer withholding tax reconciliations.
- Interprets ordinances and rules and regulations and recommends revisions as needed.
- Interacts with the public and with tax preparers and responds to inquiries.
- Interacts with other City employees and Departments.
- Prepares and maintains technical reports and records.
- Establishes payment plans and prepares delinquent tax accounts for collection or legal action.
- Oversees Tax Division records retention, records archival, and records purge function.

Ideal Candidate

The Income Tax Commissioner should have unquestionable personal integrity and display honesty and approachability; must be self-assured with the ability to exercise a high degree of common sense and sound judgment; must be able to maintain absolute confidentiality; must approach this position with energy, enthusiasm, and have a commitment to teamwork; must demonstrate a collaborative management style focused on internal and external customer service.

Education and Experience

The chosen candidate must hold a Bachelor's degree from an accredited college or university in Accounting, Business Administration, Finance, Public Administration or related field. A Master's degree and/or licensure as a Certified Public Accountant are preferred. Also required is considerable experience in income tax preparation and/or auditing and preparation of financial statements including some supervisory experience. Must be knowledgeable and proficient in standard Microsoft applications. Combined experience and/or education will be considered.

Compensation and Benefits

The current annual salary range for this position is \$62,067-\$79,248 DOQ and experience, with excellent benefits. Candidates should submit their resume and cover letter to Michael E. Engel at mengel@ci.trenton.oh.us or at City of Trenton, Attn: Treasurer, 11 East State Street, Trenton, OH 45067-1439 by noon EST on Monday, September 29th.

Equal Opportunity Employer