

**REGIONAL INCOME TAX AGENCY
COLLECTOR - BRECKSVILLE**

The Regional Income Tax Agency is accepting resumes for a full-time Collector in our Brecksville office. Job responsibilities include initiating contact with taxpayers via telephone and written correspondence to establish payment plans to resolve unpaid municipal income tax liabilities, administering established payment plans, preparing and reviewing tax returns and responding to taxpayer inquiries. Organizational skills and Microsoft Office knowledge are preferred. Successful candidates are flexible, possess good math aptitude, analytical ability and excellent communication skills. College degree or equivalent experience preferred. Starting pay \$20.23/hr., plus benefits. Send resume with cover letter to RitaJobs@ritaohio.com or fax to 440-922-3589. No walk-ins or phone inquiries. The Regional Income Tax Agency is an Equal Opportunity Employer.