REGIONAL INCOME TAX AGENCY

Ohio's Leader in Municipal Tax Collection & Administration, Serving Taxpayers & Local Governments ***Since 1971***

JOB OPPORTUNITY

Resumes will be accepted
July 8 – July 22

JOB TITLE: Business Compliance Auditor 1
FLSA STATUS: NON-EXEMPT
GRADE/PAY RANGES: GRADE 7 (starting pay $18.39/hr.)
DEPARTMENT: BUSINESS COMPLIANCE
REPORTS TO: BUSINESS COMPLIANCE MANAGER
LOCATION: YOUNGSTOWN

GENERAL DESCRIPTION OF DUTIES

This is a customer service position requiring extensive telephone contact. The ideal candidate will possess good math aptitude, analytical ability and excellent communication skills.

The purpose of this position is to handle the work associated with business accounts in the Business Compliance department. Employees in this classification perform entry level customer service and detail oriented account analysis. The position entails municipal tax form preparation and processing as well as compliance work. Organizational skills and Microsoft Office knowledge required.

This position will require a minimum of 6 months on-the-job training at our Brecksville facility with a permanent transfer to our Youngstown facility.

EXAMPLES OF ESSENTIAL FUNCTIONS

Process, correct and edit employer's municipal tax withholding statements, and/or net profit tax returns. Reviews forms, returns supporting documentation for accuracy, completeness and compliance with applicable municipal tax ordinances and Agency policies.

Conducts verbal and written correspondence with taxpayers. Sends letters to inform taxpayers of needed information, changes in tax liabilities or requested account information.

Provides customer service to taxpayers, tax professionals, business representatives, and attorneys of the agency's member municipalities by answering incoming phone calls, faxes, and letters in order to answer questions and resolve discrepancies concerning income tax statements or general account information.

Responsible for learning and applying knowledge obtained for all aspects of business department including municipal tax law, specific municipal ordinance information (including rules & regulations), website applications, and form preparation of both Net Profit and Withholding account types.

Reviews information that has been provided by taxpayers for given tax years. Prepares income tax return(s) once sufficient information is provided by taxpayers or their representatives.

Utilizes a variety of standard office equipment, computer programs and computer systems in the completion of essential functions including but not limited to telephone, facsimile, photocopier, calculator, and personal computer with word processing, spreadsheet and/or database software, electronic mail system, and RITA tax system.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by college level course or vocational training in business administration, and by up to one (1) year previous experience and/or training involving customer service; or an equivalent combination of education, training, and experience. Degree preferred.

Proficient computer skills including Microsoft Office as well as the ability to quickly learn RITA's tax system.

HOW TO APPLY

Please send cover letter and resume to:
Email: RitaJobs@ritaohio.com
Only qualified individuals being considered will be contacted for an interview.