

### **JOB OPPORTUNITY**

We are looking for an individual who approaches work with initiative and a high level of integrity who also possess excellent critical thinking skills to join our growing team!

Resumes will be accepted **through March 22<sup>nd</sup>** (5 PM)

<b>JOB TITLE:</b>	<b>EXAMINER</b>
<b>CLASSIFICATION:</b>	EXEMPT
<b>GRADE:</b>	GRADE 4 (\$60,112 - \$81,328 annually, depending on experience)
<b>DEPARTMENT:</b>	TAXATION
<b>REPORTS TO:</b>	BUSINESS COMPLIANCE MANAGER
<b>LOCATION:</b>	BRECKSVILLE OR WORTHINGTON (HYBRID)

**About the Role:** The purpose of this position is to perform examinations of complex tax returns that are beyond the abilities of Auditors across all account types – Net Profit, Withholding, and Individual to ensure accuracy and compliance with the Agency's position on municipal tax law. This position develops and implements examination procedures; reviews requests for substitute apportionment methods; effectively communicates and substantiates the Agency's position on complex tax matters in a way that demonstrates the Agency's position as the leader in municipal income tax administration. Their knowledge and experience is called upon to work with cross functional teams on tax compliance projects; as well as attend and/or present at training programs, workshops, and seminars on behalf of the Agency.

**About RITA:** The mission of the Regional Income Tax Agency ("RITA") is to provide Ohio cities and villages with a high quality, cost effective municipal tax collection service. We are guided in our work by our vision to be the best and top choice for municipal tax collection in Ohio.

RITA is an OPERS employer that offers low monthly premiums for health benefits for employees, spouses and dependents with no monthly cost for dental and vision coverage. The Agency makes bi-annual contributions to employees' Health Savings Accounts. Additional benefits include paid vacation and paid sick leave, including for mental health, along with 3 personal days provided on the anniversary of the employee's hire date. The initial 3 personal days are provided upon successful completion of the 180-day Introductory Period and then again at the second anniversary and each anniversary thereafter. Employees also have access to an employee assistance program.

**Work Environment:** You will be assigned to work out of RITA's Brecksville or Worthington office locations, with the opportunity to work a blended schedule, meaning some days in the office, some days working from home. Our dress when in the office is professionally casual – jeans are welcome. We thrive on collaborative work, and we are best as a team with each person doing their part.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Ensures Business Tax Forms are in compliance with current law and are functional with our current systems. Develops new system processes and modifies procedures as needed.
2. Communicates with representatives of member municipalities regarding business compliance issues pertaining to their municipality. Meets with municipal officials (mayors, finance directors, tax administrators, municipal attorneys, etc.) to discuss and make recommendations with respect to alternate apportionment methods and incentive agreements recognizing and navigating any potential political issues.
3. Arranges for collection of balances due or negotiates payment plans and/ or settlements involving complex accounts and/or substantive tax issues. Makes recommendations to manager

and/or Chief of Tax Operations and Chief Legal Counsel with respect to the fairness and implementation of settlements. Handles the processing of these agreements.

4. Coordinates projects related to software development from conception to deployment, keeping in mind Agency goals, levels of effort to complete the project, and projected project benefits. Includes performing tasks that may typically be handled by an IS Department BA/QA or BC Coordinator.
5. Responds to verbal and written inquiries about complex tax matters from preparers, RITA and non-RITA tax administrators, software developers, attorneys, and taxpayers. Inquiries may be forwarded from the Chief of Tax or Chief legal counsel for response. Develops relationships with State and Local Tax (SALT) experts in outside firms and provides Agency's position on various tax matters.
6. Issues appealable assessments and final determinations.
7. Examines select tax returns and analyzes issues to determine nature, scope and extent of tax return reviews to be performed
8. Processes, corrects and edits employer's municipal income tax withholding statements, net profit tax returns and/or individual tax returns. Reviews forms, returns supporting documentation for accuracy, completeness and compliance with applicable municipal tax ordinances and Agency policies
9. Conducts independent desk and/or field examinations and investigations, and amends tax liabilities when warranted.
10. Researches and analyzes tax documentation, federal, state and local tax codes, and various reference materials. Maintains professional knowledge in applicable areas. Keeps abreast of changes in the field. Researches new business trends and makes recommendations for implementation.
11. Attends and/or presents at training programs, workshops and seminars as appropriate. Collaborates with other tax departments and municipal officials in creating and presenting materials when appropriate.
12. Examines departmental records, ordinances and code sections to ensure proper recordings of liabilities, transactions and compliance with laws, regulations, policies and procedures.
13. Assists management in development of policies and implementation of new procedures. Provides training for Business Compliance Auditors and other Department staff, including creation of training materials and test scenarios. Creates and maintains reference material utilized by all Department staff.
14. Testifies in court as to supporting documents and tax returns compiled through examination of tax returns. Assists legal counsel in answering interrogatories related to Board of Review and Board of Tax Appeals hearings.
15. Reviews penalty and interest abatement requests when appropriate.
16. Recommends legal action on delinquent accounts and issues subpoenas to non-filers.
17. Creates and analyzes data to draw conclusions that are used to develop Agency forms, positions, and systems. Compiles findings into report format and makes suggestions regarding various tax issues to Chiefs and department Manager, when warranted.
18. Performs related duties as directed.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, the Agency reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**Physical Requirements:** The individual assigned to this position must be able to complete all physical requirements of the job, with or without a reasonable accommodation, which include, but are not limited to the following:

- Frequently communicates with tax payers, members, etc. who have inquiries about their accounts. Must be able to exchange accurate information in these situations.

- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to remain in a stationary position 50% of the time

**About You:** Bachelor's degree in business administration, accounting or closely related field; supplemented by up to five (5) years previous experience and/or training involving customer service and the examination of income tax withholding forms and net profit tax returns; or an equivalent combination of education, training, and experience. Substitution(s): A master's degree in accounting or business administration may be substituted for two (2) years of the experience. A certificate of public accounting may be substituted for two (2) years of the experience.

**Other Required Skills:**

- Examiners must possess thorough knowledge of withholding, net profit, and individual accounts as they have a higher level of authority with respect to tax matters than auditors. Escalated examinations and reviews are often time-sensitive as they relate to issuing refunds or Statute of Limitations issues.
- Have working knowledge of the impact to the system when duplicate forms and corrections are processed. Knows what is needed before an amended return can be accepted, accurately reviews supporting documentation, and independently processes refunds.
- Prioritizes workloads for many issues and from many departments. Examiners must be able to balance work with IT, Member Services inquiries, direct member inquiries, examinations, refunds, inquiries and requests from taxpayers and questions from staff. Time management is a necessary skill in this position. Ability to collaborate with other Examiners is also required.

**Other Desirable Technical Skills:**

- Good working knowledge of Windows Forms/Web applications, IVR systems, FileNet Systems.
- Good working knowledge of Microsoft Word, Excel, and PowerPoint.
- Visio for flow diagrams, business process models, etc. that benefit from a pictorial representation.
- Ability to read XML.
- Fluency with Bug/Defect Tracking Systems.

Other desirable skills include the ability to create the following types of documents:

- Cost/Benefit Analysis
- Presentations/briefings
- Functional system specifications
- Management reports

**How to Apply:** Please submit your resume to [RITAJobs@ritaohio.com](mailto:RITAJobs@ritaohio.com) no later than 5 PM on March 22, 2024. Only qualified individuals being considered will be contacted for an interview.

*The Regional Income Tax Agency (Agency) is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel decisions are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic. In compliance with the Americans with Disabilities Act, the Agency will seek to provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Agency.*