
INCOME TAX AUDITOR

The position of Deputy Tax Administrator / Tax Investigator works under the direction of the Income Tax Administrator. This position provides customer service, contacts City of Massillon taxpayers to file returns or to make payments of taxes, investigates residency, assists in the examination of tax returns to verify accuracy and completeness of returns and maintains confidential tax records. Deputy Income Tax Administrator also performs other duties such as general administrative support.

Job Duties

- Investigates resources to assess and verify residency for tax payment
- Collects and compiles data from a number of sources to identify City of Massillon residency or business operations in the city of Massillon
- Works directly with departments of the City of Massillon to ensure the process of tax registration is met
- Examines and analyzes tax payer accounts in order to determine resolution of delinquent tax problems, such as offers of a debt settlement, wage garnishment or filing a small claim with the Clerk of Courts
- Audits business and individual tax returns
- Maintains comprehensive and current record keeping
- Upholds and continues confidentiality of tax information by following rules of proper filing and sharing of information
- Employee will be held to a higher standard, as a City of Massillon employee
- Any other similar and/or related duties deemed necessary by the Income Tax Administrator or Mayor

Experience / Education Required

Candidates for hire must successfully complete a pre-employment background check and drug test prior to appointment.

- Must have a high school diploma or General Education Diploma (GED)
- Knowledge of accounting principles and practices as applied to taxation and income tax
- 3-5 years of working experience in administrative jobs

- Proficient user of MITS, Microsoft Office, specifically Word and Excel
- Ability to make mathematical calculations based on financial data
- Ability to identify complex problems and create resolutions that are in line with policy

Pay

Starting at \$18.54 and up, depending on experience

Benefits

Full-time employees have a rich benefit plan that includes Medical, Dental, Vision, OPERS Pension/Retirement, Recreation Center, Employee Assistance Program, Life Insurance, Deferred Compensation, Vacation, Holiday, Sick Days, Personal Days, Birthday and Anniversary Days off.

To Apply

To apply please submit updated resume to jdestefanis@massillonohio.gov to be considered. Qualified candidates will be contacted.

The City of Massillon celebrates its differences and diversity.
We are an Equal Opportunity Employer.