

NOTICE OF JOB OPENING

POSITION:

Income Tax Specialist
(Full-Time)

DEPARTMENT:

Income Tax

PAY SCALE: \$25,350-\$29,250/annually
(Depending on qualification/experience)

POSITION SUMMARY:

This position is responsible for technical income tax examining work performed for the Income Tax Department of the City of Benton Harbor.

Work includes reviewing e-filed and paper filed tax returns. Work is performed under the general supervision of the Income Tax Administrator and is reviewed through conferences, reports and analyses of results obtained.

Education / Experience / Knowledge:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualification necessary to perform the essential the functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Create individual tax returns from information received by taxpayers.
- Reviews individual income tax returns to ensure compliance with the income tax law; forwarding on more difficult returns for further analysis.
- Maintains filing and recordkeeping systems; recommends new or modified procedures to enhance unit effectiveness.
- Maintains strict confidentiality of operations and records as directed.
- Reviews corporate and partnership income tax returns for compliance with the City's income tax ordinance; prepares and forwards correspondence concerning such returns.
- Create substitute tax for non-filers with information received from the State of Michigan or IRS.
- Considerable knowledge of the City's Income Tax Ordinance and the laws governing the collection of income taxes.
- Considerable knowledge of income tax reviewing procedures.
- Considerable knowledge of departmental rules and regulations.
- Considerable knowledge of modern accounting practice and procedures.
- Considerable knowledge of personal computer hardware, software and data bases.
- Some knowledge of the regulations of the IRS and the tax statutes of the State of Michigan.
- Ability to analyze income tax problems and to exercise sound judgment in the application of the income tax ordinance.
- Ability to make sound decisions in accordance with regulations, policies and procedures.
- Ability to act with tact and diplomacy.

- Ability to establish and maintain effective working relationships with the public and other employees.
- Ability to communicate effectively, both orally and in writing.
- Performs other related work as assigned.

Graduation from high school, preferably supplemented by business courses, and five years general clerical or office experience; Income tax preparation experience; or any equivalent combination of training and experience.