CITY OF BEDFORD

TAX AUDITOR

# GENERAL SUMMARY

This is a technical and clerical position in the preparation and recording of tax returns for the residents and businesses of Bedford.

Work involves the operation of the Tax Department for the City of Bedford with the preparation of tax returns for the taxpayers: entering information into the computer (Municipal Income Tax System) program, sending out information and forms when needed and helping residents in any matters pertaining to taxes.

# ILLUSTRATIVE EXAMPLES OF WORK

Answer questions by phone or in person from taxpayers and residents.

Explain to taxpayers how returns are calculated.

Answer all calls and forward forms to CPA’s and accountants when requested.

Prepare returns for individuals utilizing the Municipal Income Tax System (MITS)

Process returns for individuals, businesses and withholding taxes, utilizing the MITS program.

File alphabetical returns with balance due amounts for further billing.

Audit all tax returns received by tax department and send copies of corrected returns

to taxpayers when needed or requested.

Issue and post refunds through the MITS program.

Post penalties and interest each month on outstanding balances, utilizing the MITS program.

Send out bills, letters forms, questionnaires and other correspondence such as new resident forms.

Prepare school registration forms.

Switchboard receptionist coverage.

Answer all mail.

Compile letters as needed in response to questions from taxpayers.

Monthly reports to Tax Administrator for monies received and bills sent out through MITS program.

Make daily deposits of cash payments received from taxpayers and balance cash box.

Make deposits of checks received for payments and remit to lockbox for processing

through checking account, when the tax auditor is not present.

Prepare water discount forms for residents. Compile a listing of qualifying residents

receiving water discount utilizing Excel and office products.

Backup tax collector by attending court cases with Keith Weiner and Associates and post monthly receipt reports.

Work with Central Collection Agency on monthly collection reports and

correspondence.

Create 1099G file for annual submission to IRS.

Make daily deposits of cash payments received from taxpayers and balance cash box.

Work with Building Department to enter all contractors and sub-contractors into the MITS program.

Work with Water Department on new occupants (per water billing records- new

resident forms and questionnaires) entered into the MITS program.

Contact apartment building owners to receive listing of apartment residents and enter

And update information into computer MITS.

Reconcile withheld taxes and W2 forms submitted at the end of the year by businesses.

Process payments made by Mastercard and Visa by the Taxpayers.

Prepare mailing for “bulk” and “first class presort” mail.

Assist the tax administrator in the design and ordering of forms.

Attend tax meetings held monthly by O.A.T.A.

Perform any related job duties as assigned by the Tax Administrator.

# REQUIREMENTS OF WORK

Graduate from high school (or GED).

Knowledge of Municipal Income Tax System program or equivalent a plus.

Knowledge of municipal tax preparation and tax coursework a plus.

Knowledge of Lexis-Nexis search programs a plus

Considerable clerical experience.

Knowledge of business English in order to write letters.

Knowledge of standard office practices, procedures, equipment and techniques.

Ability to make rapid and accurate mathematical calculations.

Ability to learn assigned tasks readily with a minimum of training.

Ability to distinguish confidential material and maintain the City’s

standards for security and privacy.

Ability to communicate effectively.

Ability to maintain required records.

Ability to maintain effective working relationships with other employees, supervisors

and the general public.