

City of West Carrollton, Ohio

An Equal Opportunity Employer

Position Title: Account Analyst

Department: Finance / Income Tax

Employment Status: Full-time or Part-Time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This is technical administrative work in the City of West Carrollton's Department of Finance / Income Tax - Income Tax Division. An employee in this class is responsible for a variety of financial management tasks, including the processing of income tax and payroll information, as well as attending to the needs/requests of the general public. Duties are performed under the limited direction of the Finance Director.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of standard office equipment, including: computer, calculator, copier, telephone, and general office equipment. The primary work site is the West Carrollton City Building.

EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Process all incoming income tax related mail; separate mail by type of tax (business, withholding, or individual) and process tax payments received.
- Responsible for auditing income tax folders according to departmental procedure; verify data submitted on income tax returns, including contact information, tax withholding, declarations, and miscellaneous payments.
- Responsible for staffing the counter in the office; responding to requests from citizens, assisting with the completion of income tax returns, accepting tax, water, and Mayor's Court payments, and providing receipts for all transactions.
- Answers the telephone; responds to request from citizens and directs calls to the appropriate person, office, or agency for further assistance.
- Creates income tax accounts for new residents; keeps income tax accounts up-to-date with current data and information.
- Calculate and type out all payment agreements.
- Prepares assorted income tax correspondence, including quarterly declarations, vouchers, failure to file letters, and 1099G forms.
- Identifies delinquent income tax accounts; transmits relevant account information to a collection agency for their assistance.
- Prepares the daily bank deposit; coordinates the deposits from every City department plus the daily Mayor's Court deposit; transmits deposit to the bank.
- Processes information related to bankruptcies as it pertains to income tax accounts.
- Sorts and distributes mail for the City.
- Prepares monthly reports as required.

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ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Prepares informational packets for the Income Tax Board of Appeals hearings twice annually.
- Responsible for the ordering and control of office supplies.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Thorough knowledge of the City of West Carrollton's income tax ordinance and its requirements.
- General knowledge of financial management, tax, and banking software.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to operate office equipment such as a computer, calculator, copier, telephone, and general office equipment.
- Ability to understand and execute oral and written directions and to prepare clear and comprehensive reports.
- Ability to maintain records, prepare reports, prepare spreadsheets, and perform other necessary clerical and/or administrative duties.
- Ability to apply and understand standard mathematical procedures, including calculating fractions, percentages, and averages.
- Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
- Ability to handle confidential information.
- Ability to work under the limited direction of the Finance Director.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalent, supplemented by some technical experience in accounting or bookkeeping; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Must be able to meet requirements to be bonded.
- Ability to work other than normal working hours, especially during tax return season.

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ESSENTIAL FUNCTIONS LISTING

TITLE: ACCOUNT ANALYST

The Following List Of Essential Functions For The Above Named Position Includes Activities That Must Be Performed Efficiently, Effectively And Safely In The Execution Of Daily Required Tasks.

1. Ability to perform the related duties of the position of Account Analyst (maintain financial records, data entry, filing, handling cash, Mayor's Court)
2. Ability to sit for prolonged periods of time (sit at computer terminal, work station, in motorized vehicles)
3. Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles)
4. Ability to effectively manipulate hands, fingers and wrists or to duplicate the following by other means (grasping, holding, keyboarding, repetitive movements)
5. Ability to visually define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings, safety hazards)
6. Ability to effectively communicate verbally (talk on telephone, in public, in person)
7. Ability to receive audible messages and convey their meaning to others (listen on telephone, listen to directions)
8. Ability to effectively apply logical/critical thought to a wide range of intellectual/practical problems (reason, create, initiate)
9. Ability to effectively read and comprehend written communication (read memos, technical manuals, instructions, labels)
10. Ability to prepare, compose and communicate by using written vocabulary or by dictation (memos, instructions, correspondence, directions)

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)