



Job Title:	Tax Administrator	Job Category:	Government - Administration
Department/Group:	Administration Department	Status	Non-exempt The federal Fair Labor Standards Act (FLSA)
Location:	200 Station Street East	Travel Required:	Yes
Level/Salary Range:	Governed by Ordinance	Position Type:	Part-Time
Reports:	Village Administrator Fiscal Officer	Date posted:	Click here to enter a date.
Will Train Applicant(s):		Posting Expires:	Click here to enter a date.
External posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Internal posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Applications Accepted By: Currently Not Vacant			
FAX OR E-MAIL: (740) 983-4703 OR AGRUBE@ASHVILLEOHIO.GOV OR FCHRISTMAN@ASHVILLEOHIO.GOV Attention: Franklin Christman, Village Administrator April Grube, Clerk/Fiscal Officer		MAIL: Village Administrator/Fiscal Officer Village of Ashville P.O. Box 195 200 East Station Street, Ashville Ohio 43103	
Job Description			
<p>POSITION SUMMARY:</p> <p>The Tax reports to the Mayor and persons designated by the Mayor. The Mayor has designated the Village Administrator and Fiscal Officer. The employee provides village support to collection of taxes for Ashville. This position acts as liaison for the Regional Income Tax Authority (RITA). By Ordinance the Tax Administrator and RITA are co-equal in administration of income tax. The employee responsibilities include computer data entry, data retrieval, and data analysis.</p> <p>ESSENTIAL JOB FUNCTIONS</p> <p>The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Work is performed with latitude for the exercise of independent judgment and action under the guidance of the Village Administrator and in accordance with village policies and in compliance with state and federal guidelines applicable law. Work is reviewed through meetings and reports for overall program effectiveness. The work assignment may be on a continual or intermittent basis. Other duties may be required and assigned.</p> <p>Indicate the level of performance by filling in each line with the appropriate rating. Please review the definitions included with the performance appraisal packet, and mark the rating the matches the employee's performance. For example, a level 5 is the highest possible rating.</p> <p>1 = Unsatisfactory 2= Decreased Performance 3 = Acceptable 4 = Excellent 5 = Outstanding</p> <p>CRITERIA BASED STANDARDS</p>			

ESSENTIAL DUTIES

Tax Administration Function

- ___1 Will submit monthly report to Village Council.
- ___2 Will calculate and submit Cooperative Economic Development Agreement (CEDA) reports.
- ___3 Will submit State of Ohio Reports.
- ___4 Will attend tax meeting involving Greater Ohio Association of Tax (GOATA) & Ohio Municipal League (OML).
- ___5 Will attend Village Council and Village Council Committees when requested.
- ___6 Will perform duties associated with administering the income tax.
- ___7 Will have various databases, web page, historical files, computer and hard copy documents, files, and other operational systems.
- ___8 Will properly manage phone, e-mail correspondence and inquiries; provide customer service support.
- ___9 Will maintain set of approved office hours.
- ___10 Will provide for purchases for the department in accordance with approved purchasing policies and as instructed by Mayor or Mayor Designee.

Office/Receptionist Support Function

- ___11 Will provide support for office operations which include Mayor's Court, Planning & Zoning, Customer Reception, and Utilities.
- ___12 Will answer the telephone and greet visitors providing information, assistance, and directions.
- ___13 Will also take and deliver messages, monitors staff traffic and availability to take calls and visitors.
- ___14 Will help retrieve, sort and distribute incoming mail and faxes; prepare outgoing mail.
- ___15 Will assist in processing payment deposits received at Village Office and Bank.
- ___16 Will maintain office and village office supplies.
- ___17 Will support distribution of public information and forms.

General Essential Functions

- ___18 Performs all duties in conformance with appropriate safety and security standards.
- ___19 Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
- ___20 Flexibility in receiving and performing work assignments.
- ___21 Works in a manner that emphasizes Continuing Quality Improvement.
- ___22 Attend educational workshops or in-services, as needed.
- ___23 Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

OTHER DUTIES AND RESPONSIBILITIES

- ___24 For the Mayor and Village Administrator the intent of this description is to provide a representative summary of the major duties and responsibilities performed by staff. Staff may be requested to perform job-related tasks other than those specifically presented in this description.

Ability and Interpersonal Communications:

INTERNAL: Ashville Staff, Finance Director, Village Administrator, Mayor, Council and other Elected or Appointed Personnel.

EXTERNAL: Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

- Ability to communicate effectively verbally and in writing using Business English (reporting and recording).
- Ability to use independent judgment, common sense, and professionalism in the performance of tasks.
- Ability to communicate effectively with immediate supervisor, other department heads, council, mayor, coworkers, police personnel, and other village personnel and contractors.
- Ability to accurately record and deliver information and meet deadlines.
- Ability to maintain good public relations with village citizens by responding to resolve questions regarding work performed and other related matters.
- Ability to process accounts receivable and collections experience to discourage delinquent accounts.
- Ability to use computer software for data entry, using MS Office, and the ability to use emails according to Policies and Procedures.
- Ability to maintain confidentiality of restricted information
- Ability to work under stressful conditions, to respond immediately to crisis situations and to balance priorities within and between offices/departments
- Ability to persuade, convince, influence, and train others; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Assists coworkers and other departments as needed and directed

QUALIFICATIONS:

Minimum Qualifications:

- High school diploma or GED equivalent.
- Experience with bookkeeping, accounting, and general office skills.
- Computer knowledge is required with training for specific tax programs provided.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Special Requirements:

- A valid Ohio Driver's License
- CPR/First Aid certification or ability to acquire when made available through the Village of Ashville.
- Tax preparation experience would be helpful but not required.

Knowledge Skills:

- Emphasis in courses involving business arithmetic, clerical procedures, business English, bookkeeping, and key punch operations.
- Ability to enter and verify data in the computer quickly and accurately.
- Ability to keep cash accounts and financial records, including accepting payments from the public.
- Communicate effectively verbally and in writing; understand and carry out both written and oral instructions. Ability to write and speak clearly, making complex issues seem simple Ability to write and speak clearly, making complex issues seem simple

- Ability to learn budgetary process and existing policies and procedures
- Maintain good working relations with the general public; receive and respond to citizen and intra-governmental complaints and concerns.
- Knowledge of office safety practices and procedures.

Physical Requirements:

Employee is in general good health able to perform essential job functions either unaided or with assistance of reasonable accommodations. This determination will be made on a case by case basis by management, for otherwise qualified persons who, because of an AD disability, are unable to perform the physical or mental requirements for the job. The physical demands listed are illustrative of demands most commonly imposed on the incumbent of this position.

While performing duties of this job the employee:

- Ability to operate a variety of automatic office machines including typewriter, calculator, copier, and computer, fax machine, telephone system, etc.
- May sit for extended periods of time when operating office equipment.
- Ability to lift or move objects up to 20 pounds
- Ability to deal effectively with stress.

Work Environment:

Ability to work effectively in an office environment

Selection Guidelines

- Formal application, rating education and experience, oral interview and reference check. Job related testing may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position
- The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

By signing below you agree to a waiver of any cause of action against the Village of Ashville if not communicated within six (6) months of termination from Village of Ashville employment.

A SIGNATURE CONSTITUTES A STATUTE OF LIMITATION ON ANY ACTION AFTER SIX MONTHS OF LEAVING EMPLOYMENT.

EMPLOYEE UNDERSTANDING AND AGREEMENT

Reviewed By:	Employee, Tax Administrator,	Date:	
Signature			
I understand, and will perform, the duties and requirements specified in this job description.			
Administrative Review:	Fiscal Officer, April Grube	Date:	
Signature			
Administrative Approval:	Village Administrator, Franklin Christman	Date:	
Signature			
Review Approval:	Personnel Director, Brian Garvine	Date:	
Signature			
Last Updated By:	Village Administrator in collaboration with Mayor & Finance Director	Date/Time:	8/3/2022 1:00 PM