

Part-Time Position Available

The City of Springfield is accepting applications for the position of Income Tax Compliance Officer to serve in the Income Tax Department.

Background:

The City of Springfield (pop 5,200) is bordered by the City of Battle Creek to the south and east, and is approximately 20 miles from Kalamazoo. The City's Income Tax Department is responsible for the collection of nearly \$700,000 in annual local income taxes. This position reports directly to the Finance Director.

Job Duties:

Ensures compliance of individuals, employers, corporations and partnerships subject to the City Income Tax Ordinance. Audits and prepares city returns. Cash receipting of tax payments and data posting to tax program. Collection of receivables, issuance of correction notice and tax assessments. Initiation and follow up of legal action including correspondence with the finance director, city attorney and court system. Import of e-file and annual reconciliation of employer withholding. Assists tax auditor with problem resolution and compliance enforcement. Annual update of city forms and posting to Website.

This position also provides customer service to taxpayers, including answering the phone, waiting on the service counter and preparing written correspondence to individuals, businesses and tax preparers. Additionally, this position has responsibilities related to the City's annual independent audit, which include the preparation of schedules and reports relating to area of responsibility, as well as preparing required federal and state reports.

Minimum Qualifications:

The ideal candidate will have at least two years formal education and/or experience in accounting, finance and/or income tax audit/preparation. A strong income tax background ideal, but not necessary. Course work or experience with computers, accounting software, data processing and spread sheets. Strong math skills. Excellent customer service and organizational skills.

Work Schedule and Compensation:

20 hours per week; flexible work schedule Monday thru Thursday.
\$13.25/hr - \$17.25/hr. No health or retirement benefits.

Send resume and three references to:

Jeannine Turner, Finance Director
601 Avenue A
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Fx 269-965-0114

Please apply by 6p November 04, 2010