

FRANKLIN COUNTY AUDITOR'S OFFICE

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title: Tax Accounting Specialist	Pay Grade: 5 Starting Salary: \$44,844.80
Dept./Div.: Real Estate	Employment Status: Full-time
Reports to: Tax Accounting Supervisor	FLSA Status: Non-exempt
Civil Service Status: Bargaining Unit	EEO Status: 06 – Administrative Support

CLASS DESCRIPTION:

Under general supervision of the Tax Accounting Supervisor, Tax Accounting Specialist calculates tax adjustments; conducts research; runs, reviews and analyzes reports; issues and balances refunds; assists the public; performs other related duties as required.

QUALIFICATIONS:

 An example of acceptable qualifications:

Possession of a Bachelor's degree from an accredited college or university in Business Administration or related field; two (2) or more years of related experience and/or training; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

N/A.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, Internet Explorer, Google Chrome, MUNIS, Aperta, FCTS, IAS, ESRI, OnBase, RMS, and other applicable computer software); printer, microfiche/microfilm reader, copy machine, phone, fax machine, other standard modern office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g. toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds, has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, this position may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

 For purposes of 42 USC 12101:

- 25% (1) Conduct research to facilitate issuance of taxpayer refunds (e.g. ensures all refunds are issued per Ohio Revised Code; researches and retrieves payment details; requests and reviews affidavits or proof of payments for accuracy and legitimacy; researches new addresses of previous owners when property has transferred and a refund is due; researches for existing vendors to issue refunds; researches void/reissue/checks and verifies that check has not cleared the bank; researches returned checks; researches tender payments, etc.); utilize other agencies websites for research (e.g. Franklin County Treasurer, Clerk of Courts, Recorders, Ohio Secretary of State, etc.) when research options are exhausted and inclusive Supervisor support is warranted.

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- 25% (2) Calculate tax adjustments for Real Estate that originate from decisions, applications, and/or determinations Board of Revision (BOR), Board of Tax Appeals (BTA), Mediation, Exemption, Abatement, 23As, TIF's, COCIC, Homestead, Owner Occupied Credit, Order of Forfeiture, Treasurer Requests, Rental Registrations, Omitted Properties, etc. (mathematical calculation of net annual tax, penalty, interest, and progression of charges through time; mathematical recalculations to complete successful charge adjustments of tax, penalty, regular interest, and tender-pay interest; mathematical calculations to accurately account for adjustments to net annual tax line items for prior/current year; processing and finalizing money and value certificates; processing contract adjustments; processing split, vacated, and platted parcels adjustments; processing Form 57 requests, etc.).
- 20% (3) Issues refunds utilizing MUNIS (e.g. generates refund reports for all finalized certificate refunds for the prior day; sorts refund details report; assist as needed in keying-all refunds in MUNIS accounts payable system and ensures accuracy of all data entered; releases and outputs batch to generate all necessary reports; organizes and assembles batches according to required fiscal specifications; delivers batches to fiscal department; logs and maintains all refund batches and calculates remaining balance available for continued refunding for that tax collection; submits void and void/reissue request as needed; assists as needed in preparing weekly refund application spreadsheet for Treasurer's office; processing and researching unclaimed checks; serves as a backup for balancing refunds in real estate and manufactured home, etc.).
- 20% (4) Provides information to, and answers questions of the general public; assists walk-ins, email and telephone customers by providing information and answering questions; assists taxpayers with taxes, special assessments, and annexations; tracks and reports weekly processes; works with other departments and agencies to eliminate duplicate work; improves efficiencies and eliminates backlogs.
- 5% (5) May assist other departments as necessary.
- (6) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (7) Maintains required licensures and certification, if any.
- (8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (10) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: *County, Auditor, and Department goals and objectives; *County, Auditor, and Department policies and procedures; *personnel rules and regulations; government structure and process; local government finance; office practices and procedures; *Ohio Revised Code (real estate); bookkeeping; office management;

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real estate; tax accounting; appraisal; accounting and surveying; real estate law; real estate finance; special assessments; annexations.

Skill in: computer operation; use of modern office equipment; problem solving; data analysis; planning; delegating; leadership; customer service; mathematics; critical thinking; proficient in Microsoft Office, specifically Excel.

Ability to: develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; exercise independent judgment and discretion; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; define and solve problems, collect, evaluate data and information; decisiveness; establish facts and draw valid conclusions; maintain accurate records; prepare accurate and concise reports; sorts items into categories according to established methods; communicate effectively in oral and written form; maintain confidentiality; resolve complaints from angry citizens; travel to and gain access to worksite; be attentive to detail; read and comprehend legal descriptions, plats, and the Ohio Revised Code; multi-task; conduct research utilizing multiple resources; troubleshoot and problem solve mathematical and procedural issues; prepare and deliver reports, information to specialized audiences and general public

POSITION DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.