



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

Committee Members

| | |
|----------------------|----------------------------|
| Elder Shawn Jackson | Vickie L. Taylor-Radebaugh |
| Pastor Tyrone Kaiser | Charles W. Wright |
| Milly Stockdale | Janell O'Neil, Secretary |

August 21, 2014

Posted: August 22, 2014

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Marion City Income Tax Department**.

Account Clerk II - It is a full-time position with a pay range of \$12.62 - \$16.83 per hour. Job Description is attached.

Please Note: - Must be proficient in Microsoft Office products, especially Excel, accounting software experience preferred. Good knowledge of bookkeeping and accounting practices; excellent customer service skills.

- Passing of a Background Check, Physical Examination, and Drug and Alcohol Tests are conditions of employment. Non-tobacco users only.

Application Opening Date/Time: Friday, August 22, 2014 at 8:00 am
 Application Closing Date/Time: Friday, September 5, 2014 at 1:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

| | | | |
|------------------------|-------------------------|----------------------|-------------------|
| cc: Committee Members | Safety Director Robbins | City Hall - 3 Floors | Police Department |
| Support Data List (AA) | Service Director Shoup | City Garage | WWTP |
| Mayor Schertzer | HRAA - O'Connor | Fire Stations - 3 | |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

Job Description

Job Title: Account Clerk II
Department: Income Tax
Reports To: Income Tax Commissioner
FLSA Status: Non-Exempt USWA 2A Grade 18
Prepared By: H. R.
Prepared Date: 06-11-09
Approved By:
Approved Date:

SUMMARY: Provides assistance to City Income Tax Commissioner by performing routine clerical duties of a repetitive nature. Receives detailed instructions on new or difficult assignments. Work may be reviewed for accuracy, etc. Is given cross-training in other City Income Tax functions and fills in for and assists those positions when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- Compiles and sorts documents, such as invoices and checks.
- Proofreads records or forms; Audits tax returns, checks for completeness and accuracy. Amends returns and process refunds after approval.
- Verifies and posts details of transactions, such as funds received and disbursed; posts tax returns and balance postings; sorts and files records.
- Writes, types or enters data into computer to prepare correspondence, bills, statements, receipts, checks or other documents; copies information from one record to another. Maintains out of town employers database.
- Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.
- Prepares or assists in preparation of forms and bills for mailing; using Microsoft Access and Word programs, prepares correspondence to taxpayers; posts new accounts to the software program; codes data for input to the system.
- Reviews withholding reports (W-2); Assists with initial preparation of refund checks. Assists with delinquent business and individual tax returns and does research on accounts.
- Assists fellow employees, taxpayers and officials by answering questions related to accounts, procedures, and services.
- Receives payments from taxpayers and issues receipts.
- Performs routine office work such as: answer phone, greet visitors, address envelopes and packages, stuff envelopes, photocopy documents, assists with daily deposit, etc.
- Process and handle accounts including monthly, quarterly and year end reconciliations.
- Follows all work and safety rules.

ACCT CLERK II - INCOME TAX cont'd

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required; related experience and/or training in accounting, bookkeeping, auditing and use of office equipment preferred. Any combination of education and experience which provides the required knowledge, skill and ability (as determined by tests) may be considered.

Language Skills: Ability to: read and interpret documents such as applicable tax laws and ordinances, safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak and interact effectively with supervisors, officials, tax payers and fellow employees.

Mathematical Skills: Ability to: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; maintain bookkeeping records; audit tax returns; compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to: apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

Computer Skills: Knowledge of and proficient use of Accounting software (D-Base); spreadsheet and Word software.

Certificates, Licenses, Registrations: Certification of training in bookkeeping, accounting and auditing preferred.

Other Skills and Abilities: Good knowledge of: bookkeeping, accounting and office practices and Municipal Income Tax Law, which can be learned on-the-job. Excellent skill in the use of typewriter, personal computer, word processing and calculator. Ability to: work alone or with others; deal effectively with irate customers; handle telephone inquiries with little or no assistance and interact effectively with peers, supervisors and officials.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is: regularly required to sit, talk and hear; frequently required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; lift and/or move up to 50 pounds. Specific vision abilities required include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Is occasionally exposed to moving mechanical parts. The noise level is usually quiet to moderate.