



CITY OF PONTIAC

DEPARTMENT OF HUMAN RESOURCES

47450 Woodward Avenue, Pontiac, Michigan 48342

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Assistant to Income Tax Administrator Job Posting

Position:

An incumbent in this position will support the Income Tax Administrator by assisting with the formulation of policies, establishing and maintaining necessary procedures, records and reports, and perform additional tax collections work as required.

Pay Rate:

Up to \$45,000 per year depending on qualifications

Responsibilities include (the following list is intended to be a general description of duties, and does not reflect all of the duties performed):

- Maintain all confidential records and reports received from the State of Michigan and/or other taxing agencies, including file and records on violations and delinquent accounts.
- Meet with public, and new employers to provide information and assist as necessary.
- Prepare correspondence, spreadsheets, financial and other reports.
- Analyze tax records and conduct special, routine and/or field investigations including audits, to determine that taxpayers are complying with filing and payment requirements of the City Income Tax Ordinance
- Make suggestions and recommendations for improvement in methods and procedures.
- Analyze statistical data, report and other information related to the income tax laws and procedures.
- Perform related work as required.

Qualifications:

- Minimum training and experience are normally obtained through completion of a bachelor's degree from an accredited college or university with specialization in accounting, public or business administration, tax principles and structure and at least one year of experience. In lieu of a bachelor's degree, the assistant to the income tax administrator must hold an associate's degree with specialization in accounting, public or business administration, tax principles and structure and three years of experience.
- Incumbent must have a working knowledge of the Federal and City Tax laws, procedures, rules, and regulations.
- Must be able to exercise tact, initiative, and resourcefulness in handling problems as they occur. And have the ability to communicate effectively with taxpayers regarding City tax laws, rules, and procedures.
- Incumbent must successfully pass a criminal background check, operator license check, credit check, an employment medical evaluation and drug screen as established for this classification.

To Apply: Applications for employment can be accessed at <http://www.pontiac.mi.us>. Email or mail completed applications to the attention of Human Resources at 47450 Woodward Ave., Pontiac, MI 48342.

Deadline to apply: Open Until Filled

The City of Pontiac is an Equal Opportunity Employer