

### **JOB OPPORTUNITY**

We are looking for service and detail oriented individuals with excellent critical thinking skills to join our growing team!

Resumes will be accepted **through August 7<sup>th</sup>** (5 PM)

<b>JOB TITLE:</b>	<b>COMPLIANCE AUDITOR</b>
<b>CLASSIFICATION:</b>	NON-EXEMPT
<b>GRADE:</b>	GRADE 8 (starting pay \$21.17/hr.)
<b>DEPARTMENT:</b>	COMPLIANCE
<b>REPORTS TO:</b>	COMPLIANCE MANAGER
<b>LOCATION:</b>	BRECKSVILLE (HYBRID)

**About the Role:** The purpose of this position is to address non-compliant taxpayer accounts through examination, correction and/or preparation of related municipal individual income tax returns. Position is responsible for assisting with field audit work and in-person taxpayer assistance performed at member municipality locations, requiring in-state travel, occasionally overnight. Extensive contact with taxpayers and accountants, explaining and clarifying municipal tax structure and municipal tax ordinances. When necessary, the position will be compensated with a wage differential for time spent performing field audit work.

**About RITA:** The Regional Income Tax Agency (“RITA”) is an OPERS employer that offers low monthly premiums for health benefits for employees, spouses and dependents with no monthly cost for dental and vision coverage. Additional benefits include paid vacation and paid sick leave. An additional 3 days of personal time are available each year on employee’s anniversary of date of hire.

**Work Environment:** You will be assigned to work primarily out of RITA’s Brecksville office, with the opportunity to work a blended schedule, meaning some days in the office, some days working from home. Our dress when in the office is professionally casual – jeans are welcome. We thrive on collaborative work, and we are best as a team with each person doing their part.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Completes income tax returns for taxpayers who have not filed returns. Reviews and interprets information that has been provided by taxpayer for a given tax year. Prepares income tax returns using information provided.
2. Completes exemption forms updating accounts according to defined procedures making updates in the RITA tax system to address non-filed years.
3. Participates in compliance special projects; clean-up, filing from reconstructed W2s and incomplete e-files, and duplicate account lists.
4. Utilizes Accurint and county websites to obtain new addresses and the address municipality location for taxing purposes. Updates account statuses and maintenance based on research and taxpayer provided information
5. Supports Legal Auditors by sending letters on select legal accounts and filing returns based on conversion information
6. Conducts verbal and written communication with taxpayers to resolve identified compliance issues. Receives telephone calls from taxpayers and assists them by answering questions and resolving municipal income tax compliance issues. Writes letters to inform taxpayers of information needed, changes in tax liabilities and requested account information.
7. Performs Field Audit work, traveling to member municipalities to meet with delinquent (non-

filing) taxpayers who have been compelled by administrative subpoena to appear and file returns. Obtains information from taxpayers and prepares returns.

8. Attends taxpayer assistance days, meeting with taxpayers and preparing current year tax returns.
9. Accepts and processes payments, negotiates settlements and sets up payment plans in order to resolve newly established balances at subpoena and taxpayer assistance days.
10. In state travel required with occasional overnight stays.
11. Utilizes a variety of standard office equipment, computer programs and computer systems in the completion of essential functions including but not limited to telephone, facsimile, photocopier, calculator, and personal computer with word processing, spreadsheet and/or database software, electronic mail system, internet browser and RITA tax system. A working knowledge of Microsoft Access, Excel and Word is desired.
12. Performs other related work as assigned.

**Physical Requirements:** The individual assigned to this position must be able to complete all physical requirements of the job, with or without a reasonable accommodation, which include, but are not limited to the following:

- Must be able to remain in a stationary position 75% of the time
- A person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer
- A person in this position frequently communicates with taxpayers and team members. Must be able to exchange accurate information in these situations.
- When working off site moves equipment and supplies weighing up to 50 pound to designated location.
- Must be able to travel as needed in state, sometimes with overnight stays.

**About You:** Associate's degree with course work emphasis in accounting supplemented by up two (2) years previous experience and/or training involving income tax examination and/or preparation; or an equivalent combination of education, training, and experience.

**How to Apply:** Please submit your resume to [RITAJobs@ritaohio.com](mailto:RITAJobs@ritaohio.com) no later than 5 PM on August 7, 2022. Only qualified individuals being considered will be contacted for an interview.

*The Regional Income Tax Agency (Agency) is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel decisions are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic. In compliance with the Americans with Disabilities Act, the Agency will seek to provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Agency.*