



City of Mansfield

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JOB POSTING INCOME TAX DIRECTOR

BARGAINING UNIT	GRADE	STEP	HOURLY	ANNUALLY
NON-BARGAINING			\$30.00 – \$40.00	\$62,400 – \$83,200

Reports To: Finance Director
FLSA Status: Exempt

ABOUT US: The City of Mansfield is a vibrant and growing community nestled in the heart of Ohio. We are committed to providing exceptional services and maintaining the highest standards of financial integrity. We are seeking an experienced and detail-oriented Income Tax Director to join our team.

POSITION OVERVIEW: As the Income Tax Director you will oversee the administration and enforcement of the city's income tax collections ensuring compliance with the Ohio Revised Code and the City of Mansfield's applicable laws. You will mentor and support a team of Finance Clerks and collections officers to demonstrate excellent customer service to residents and businesses.

DUTIES AND RESPONSIBILITIES:

- Oversees the administration and enforcement of the City income tax ordinances, rules, and regulations.
- Stays abreast of current developments in municipal, state, and federal tax laws and recommends changes to local tax code and processes to streamline collections.
- Administers income tax software.
- Supervises and directs income tax operations of the City; leads, develops, and mentors staff.
- Ensures proper recording and balancing of all tax revenue collections.
- Identifies and implements opportunities to maximize income tax revenue collection while maintaining fairness and equity.
- Prepares periodic reports on income tax activity and revenue collection for interested stakeholders.
- Leads and participates in tax planning initiatives to optimize revenue and manage potential liabilities.
- Confers with staff regarding difficult/controversial cases in order to determine appropriate courses of action, including whether legal doctrine exists for the case.
- Consults and decides on tax abatements.
- Develops forms and procedures used in the Division.
- Performs all other duties as assigned.

<https://ci.mansfield.oh.us>

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education** – Bachelor’s degree in Finance, Accounting, Business Administration, or related field; proven experience in tax administration and supervising employees. Possesses a comprehensive understanding of governmental accounting, auditing, and reporting standards as well as federal, state, and local tax regulations.
- **Language Skills** – Ability to interact clearly and effectively in both written and oral communication with stakeholders, taxpayers, management, and co-workers.
- **Mathematical** – Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPETENCIES:

- **Communication** – the ability to inform orally and in writing, with clarity and good effect. Understands clearly and quickly when instructions or orders are received. Knows their audience and can adjust to each setting to effectively relay the message.
- **Integrity** – being widely trusted and seen as a direct, truthful individual. The ability to present the unvarnished truth in an appropriate and helpful manner. Keep confidences and not misrepresent anything for personal gain.
- **Judgement and Decision Making** – considering the relative costs and benefits of potential actions to choose the most appropriate one. Handles sensitive and confidential information with discretion.
- **Management Leadership** – the ability to guide, direct, or influence people. Resilient, persuasive, and earns credibility by delegating and being adaptable. Exhibits strong strategic, operations, and decision-making skills.
- **Time Management** – managing one’s own time and the time of others. Ability to organize and prioritize while effectively working within scheduled time frames.
- **Accuracy** – acting precisely, carefully, and impeccably when performing tasks. Takes care when performing functions and entering data. Checks own work for errors. Works according to agreed procedures and guidelines. Excellent attention to detail and organizational skills.
- **Collaboration** – possesses mindset to work effectively within a team. Flexible and responsive to new demands.

BENEFITS:

- Competitive salary commensurate with experience
- Comprehensive benefits package including health, dental, vision insurance, retirement plan, and paid time off
- A supportive work environment with a diverse and inclusive team

HOW TO APPLY:

If you are passionate about promoting accountability, transparency, and excellence in Mansfield's financial operations, we encourage you to apply for this exciting opportunity. Please submit your resume and cover letter detailing your qualifications and why you are interested in joining our team.

Send resume and cover letter by mail: Finance Department
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by email: Kelly@ci.mansfield.oh.us