



Tax Accounting Supervisor (Hybrid eligible)

Compensation: Minimum \$61,110.40

Employment Status: Full-time

FLSA Status: Exempt

Civil Service Status: Unclassified

The Franklin County Auditor's Office is seeking a Tax Accounting Supervisor to join the Real Estate team.

Who are we?

The Franklin County Auditor's Office is dedicated to serving the community by ensuring fairness and accuracy in weight and measures across the county. Our mission is to protect and empower consumers, making sure they receive what they rightfully pay for at gas pumps and retail store scanners. As a trusted steward of county finances, we strive to promote fiscal responsibility and innovative initiatives that benefit all residents of Franklin County.

In addition to these important responsibilities, we assess property values to determine fair property taxes, while also working to provide tax relief for senior and citizens who are disabled. We understand the importance of supporting vulnerable populations and strive to make the process as accessible and accommodating as possible.

We are committed to upholding state regulations by ensuring that our furry friends are licensed. As required by state law, we proudly license dogs, recognizing the significance of responsible pet ownership within our community.

At the Franklin County Auditor's Office, we value the diversity of our residents and businesses and strive to create an environment of fairness, inclusivity, and equity in all our endeavors.

What will you do?

Manages and supervises all assigned employees (e.g. schedules and assigns tasks; sets department goals in ways that comply with the Ohio Revised Code and the office's objectives; interviews job applicants; recommends the hiring of job applicants; recommends discipline; evaluates performance; receives employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes, etc.); addresses staff needs for training, schedules, and development; tracks workflow for the department on a regular basis to meet department goals; assists with creating departmental initiatives, establishes and keeps track of SMART goals; ensures that team members are trained, motivated, and develop the necessary skills to be successful.

Serves as the authority (subject matter expert) for tax accounting, RMS, special assessments, annexations and training; teaches, explains, assists, and mentors staff (e.g. workflow processes and

timelines of real estate, manufactured homes and tax accounting department; 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 and current year; tax accounting software; other various software; conducting research; reviews, analyzes and files proof of payments and affidavits; processing and finalizing money and value certificates that originate from decisions, applications, and/or determinations from Board of Revision (BOR), Board of Tax Appeals (BTA), Mediation, Exemption, Abatement, 23As, CAUV Recoupment, TIF's, COCIC, Homestead, Owner Occupied Credit, Order of Forfeiture, Treasurer Requests, Rental Registrations, Omitted Properties, etc.; refund processing; processing, compiling, preparing and analyzing reports; correcting errors; resolving issues; processing void and void/reissue; processing and researching unclaimed checks; processing contract adjustments; processing split, vacated, and platted parcels; calculates split tax bill requests from taxpayers and parcels set to be voided in the upcoming year; adjusting prior collection restore payments; calculates personal property tax refunds on outstanding accounts with the Board of Tax Appeals; adjustment of municipal, township, and school boundaries and reallocating tax distribution resulting from annexations; coordinate with Political Subdivisions to collect/charge for public improvements, nuisance abatements, sewage rents, PACE ESIDS, Community Development Areas, Special Improvement Districts, Energy Special Improvement Districts and other charges allowable under the Ohio Revised Code; coordinate with developers and development agencies in setting up Community Economic Develop Area agreements, etc.).

Provides information to, and answers questions from the public; assists walk-ins, email and telephone customers by providing information and answering questions; assists taxpayers with taxes, special assessments, and annexations; Ensures all Tax Accounting mailing are accurate and timely; tracks and reports weekly processes; works with other departments and agencies to eliminate duplicate work; improves efficiencies and eliminates backlogs.

Authorizes monies and accounting (e.g. reviews the accuracy of refunds prior to authorization; authorizes fiscal department to issue refund checks; reviews the accuracy of all void/reissue, stop/reissue, and voided checks created in tax accounting; authorizes the fiscal department to void and/or reissue checks; verifies the authenticity of unclaimed fund requests from checks issued from tax accounting; authorizes the reissue of the checks; monitors and balances the department's refund account to ensures tax accounting has adequate money in the refund accounts; supervises the balancing of refunds prior to end of each collection and prior to rollover for both real estate and manufactured homes; supervises/uploads special assessments and provides the political subdivision with an accounting of the special assessments on a regular basis, etc.).

Manages and supervises data exchange payment rejections (review reports & fix errors in custom desktop application to keep the Auditor's and Treasurer's systems in balance); Performs annual tax processing in RMS (Tax Calc (calculates tax on all parcels); December interest on the fly (calculates pending interest on charges); December interest approve (calculates final interest on charges); Open first and second installments; Cutover/first half penalty on the fly (calculates pending penalty until settlement); Settlement/first half penalty approve/5% remitter (calculate final penalty); Cutover/second half penalty on the fly (calculates pending penalty until settlement); July interest on the fly (calculates pending interest on charges); July interest approve (calculates final interest on charges); Settlement/first half penalty approve/5% remitter (calculate final penalty); Rollover (a three day process that advances

the tax accounting system to the next tax year); CDQ coding (certified delinquent reconciliation and coding); CDQ exclusions for advertise list (review and removal of parcels).

Coordinates the publication of the real estate, manufactured homes and personal property delinquent tax lists certifies and submits the certified delinquent parcels to the Prosecutor.

Who should apply?

We encourage individuals with a bachelor's degree from an accredited college or university in a related field; two (2) or more years of related experience and/or training; real estate background preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

Must possess and maintain valid Ohio driver's license and have an acceptable driving record; must comply with the FCAO Driving Policy.

We believe in the power of diversity and inclusivity, and we want to create an exciting and equitable environment for all. You belong here, and we encourage you to apply today!

Why should you work here?

We believe in providing an exceptional benefits package that recognizes the value of our employees: Some of our benefits include:

1. **Healthcare:** We offer a competitive medical, dental, and vision plan with low-cost deductibles.
2. **Public Loan Forgiveness:** As a public employee, your student loans can be forgiven after making the required monthly qualifying payments.
3. **Education Reimbursement & Training:** We invest in your growth and development by allowing you to expand your skills.
4. **Free-Parking Program/COTA Buss Pass:** Take advantage of the free parking program available through a lottery process annually; employees of the County get free weekday access to the Central Ohio Transit Authority (COTA) system.
5. **Wellness Incentive Program:** Our wellness incentive program rewards you with monetary incentives for engaging in healthy activities and maintaining a balanced lifestyle.
6. **Generous Time Off:** You deserve time for yourself and your loved ones. Enjoy 32 hours of personal leave per calendar year, 2 floating holidays, and 12 paid holidays annually. Additionally, accumulate sick and vacation leave for well-deserved breaks.
7. **Hybrid Work Schedule:** We understand the importance of work-life harmony. For most positions, we offer a hybrid work schedule that allows flexibility in where you work, promoting a healthy integration of personal and professional life.
8. **Emphasis on Diversity and Inclusivity:** We celebrate and embrace diversity in all its forms. Our office is committed to creating an inclusive and equitable environment where everyone feels valued and empowered.