

**REGIONAL INCOME TAX AGENCY
BUSINESS COMPLIANCE AUDITOR - YOUNGSTOWN**

The purpose of this position is to handle the work associated with business accounts in the Business Compliance department. The position entails municipal tax form preparation & processing as well as compliance work. Organizational skills and Microsoft Office knowledge required. Employees in this classification perform entry level customer service and detail oriented account analysis.

This is a customer service position requiring extensive telephone contact. The ideal candidate will possess good math aptitude, analytical ability and excellent communication skills. Starting pay is \$17.86/hr. plus benefits.

This position will require at least one full year of training in our Brecksville facility with a transfer to our Youngstown facility upon completion of training.

QUALIFICATIONS

Education: High school diploma or GED; supplemented by college level course or vocational training in business administration, and by up to one (1) year previous experience and/or training involving customer service; or an equivalent combination of education, training, and experience.

HOW TO APPLY

Please send cover letters and resumes to:

Email: RitaJobs@ritaohio.com

Mail: RITA, 10107 Brecksville Road, Brecksville, OH 44141
Attn: HR/BC AUDITOR - YOUNGSTOWN

Fax: 440-922-3589

Only qualified individuals being considered will be contacted for an interview.