

REGIONAL INCOME TAX AGENCY COLLECTOR

The Regional Income Tax Agency is accepting resumes for a full-time Collector in its Brecksville office. Job responsibilities include initiating contact with taxpayers via telephone and written correspondence to establish payment plans to resolve unpaid municipal income tax liabilities, administering established payment plans, preparing and reviewing tax returns and responding to taxpayer inquiries.

QUALIFICATIONS

Organizational skills and Microsoft Office knowledge are preferred. Successful candidates are flexible, possess good math aptitude, analytical ability and excellent communication skills. College degree or equivalent experience preferred. Starting pay \$19.64/hr., plus benefits.

HOW TO APPLY

Please send cover letter and resume to:

Email: RitaJobs@ritaohio.com

Mail: Regional Income Tax Agency
Attn: Human Resources/Collections
10107 Brecksville Road
Brecksville, OH 44141
Fax: 440-922-3589

No walk-ins or phone inquiries.

The Regional Income Tax Agency is an Equal Opportunity Employer.