

JOB OPPORTUNITY

Resumes will be accepted
December 18th – January 2nd

JOB TITLE: Business Compliance Auditor 1
FLSA STATUS: Non-exempt
GRADE / PAY RANGE: Grade 7 (\$17.86/hr. - \$25.89/hr.)
DEPARTMENT: Business Compliance
REPORTS TO: Manager, Business Compliance
LOCATION: Brecksville

GENERAL RESPONSIBILITIES

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

This is a customer service position requiring extensive telephone contact. Ideal candidates will possess good math aptitude, analytical ability and excellent communication skills.

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.

Proficient computer skills including Microsoft Office as well as the ability to quickly learn RITA's tax system.

HOW TO APPLY

Please send cover letters and resumes to:

Email: RitaJobs@ritaohio.com

Fax: 440-922-3589

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