



# CITY OF MANSFIELD

**KELLY CONVERSE, FINANCE DIRECTOR**

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## Job Posting Income Tax Director

**Salary: \$65,000 - \$85,000 DOQ**

### Do people come to you when they have a municipal tax question?

If your answer is "yes," we should probably talk.

The City of Mansfield is looking for an experienced tax professional to lead our Income Tax Division. We need someone who understands tax administration, can lead people, enjoys solving problems, and isn't afraid to tackle the occasional difficult taxpayer, complicated account, or legislative change.

Our office works hard, laughs often, and takes pride in getting things right. We believe professionalism and personality can exist in the same room. We serve the public, support each other, and don't take ourselves too seriously.

If that sounds like your kind of workplace, keep reading.

### What You'll Be Doing

- You'll oversee the daily operations of the Income Tax Division, including:
- Leading and developing a team of tax clerks and court processors
- Managing tax compliance, collections, enforcement, and taxpayer service activities
- Interpreting Ohio municipal income tax law and City ordinances
- Reviewing complex tax issues and helping taxpayers find solutions
- Working with legal counsel and the courts on enforcement matters
- Monitoring revenue trends and operational performance
- Identifying opportunities to improve processes and efficiency
- Helping shape the future direction of the division

Some days you'll be coaching staff.

Some days you'll be interpreting tax law.

Some days you'll be explaining to a taxpayer why their accountant was wrong.

No two days are exactly alike.

## Who We're Looking For

We're looking for someone who already has a solid foundation in taxation and can step into a leadership role with confidence.

The ideal candidate:

- Understands tax administration and compliance
- Has experience supervising employees
- Can balance accountability with approachability
- Communicates well with both staff and the public
- Enjoys solving problems and improving processes
- Can make decisions and stand behind them
- Maintains a sense of humor when tax season inevitably gets interesting

## Preferred Experience

Experience in one or more of the following areas is highly desirable:

- Ohio municipal income tax administration
- Tax compliance and enforcement
- Tax preparation or tax auditing
- Revenue administration
- Government finance
- Collections and court-related proceedings

A CMTA designation is a plus, but not required.

## What Makes This Position Different?

This isn't a position where you'll spend your days hidden in a back office.

You'll lead people. You'll solve problems. You'll make decisions that matter.

You'll have the opportunity to improve systems, strengthen operations, and make a real impact on the financial health of a community of nearly 50,000 residents. And you'll do it alongside a team that genuinely enjoys working together.

## The Fine Print

The City offers an excellent benefits package, participation in OPERS, paid leave, and professional development opportunities.

While we're happy to support ongoing learning, this is not an entry-level tax position. Candidates with experience in municipal taxation, tax administration, compliance, auditing, collections, or related fields are strongly encouraged to apply.

The City of Mansfield is an Equal Opportunity Employer.

**Send your resume to Kelly Converse, Finance Director at [kconverse@mansfeildohio.gov](mailto:kconverse@mansfeildohio.gov)**