



2015 PROGRAM GUIDE

AUDITOR ADMINISTRATION

To administer the City Auditor's Office and Income Tax Division.

ACCOUNTING AND FINANCIAL REPORTING

To provide accounting and reporting of all city financial transactions; implement improvements to the city's accounting and reporting system; and publish the city's annual financial report.

AUDITING

To pre-audit all city financial transactions.

PAYROLL AUDITING

To process all city payrolls and insurance programs.

INCOME TAX ADMINISTRATION

To direct all administrative and operating functions of the division, including the fiscal duties, to enforce the collection of the two and one half percent municipal income tax pursuant to Chapter 361 of the Columbus City Code, to ensure the collection and enforcement of the hotel/motel tax for the City of Columbus and Franklin County Convention Facilities Authority.

COLLECTIONS AND AUDITS

To collect, audit, enforce, and process various types of income tax documents.

RECORD MAINTENANCE

To perform account maintenance; to provide support functions for the audit staff, to sort and file all income tax returns and tax correspondence for quick retrieval, and skip trace addresses for delinquent accounts and non-filers.