

## Property Tax Analyst

### Description

The Property Tax Analyst provides support to the team including but not limited to collecting data, filing returns, reviewing and appealing assessment notices, and processing tax bills. As an entry level employee of Invoke, the Analyst will be exposed to many areas of the business, including all service lines, tax bill remittance and payments for both real and personal property, and obtaining properly executed authorizations of accounts for both real and personal property. The Analyst will also be responsible for ensuring Invoke's appeal calendars are kept current, being mindful of notifying senior management of upcoming deadlines and scheduled hearings. This role ensures a solid foundation of the basics of property tax administration are maintained.

### Responsibilities

With direction and guidance from Management, the Property Tax Analyst will assist in:

- Work with manager to develop a professional growth plan
- Attain mastery of all software updates and changes, specifically AppealTrack
- Develop and preserve positive relationships with assessors and clients
- Maintain list of assessor contacts, discuss, and resolve issues with them
- Learn to class and flag assets correctly and consistently
- Verify that values fall within our guidelines
- Maintain hearing schedules as required
- Process tax bills timely and accurately
- Assist in agent authorization projects
- Participate in team projects by taking ownership of assignments
- Offer assistance to other team members
- Ensure all team matters are complete timely
- Commitment to learning in a dynamic environment

### Qualifications

- Graduate, Junior, or Senior Accounting or Finance Major
- Proficient in Access and Excel
- Demonstrates basic research skills
- Ability to analyze raw accounting data
- Adaptability and multitasking
- Capability to establish work priorities with limited supervision

### Hiring organization

Invoke Tax Partners

### Employment Type

Full-time

### Job Location

Cleveland, OH

### Date posted

September 25, 2023