



POSITION DESCRIPTION

POSITION:	Tax Collector
REPORTS TO:	Deputy Treasurer
DATE:	May 6, 2019

PART I - DESCRIPTION OF JOB REQUIREMENTS

Tax Collector Responsibilities (under the direction of the Deputy Treasurer):

- Calculates (including calculations for capped properties, BIA levies and sewer charges), processes, balances, prints and mails interim, final and supplementary tax bills, taxes written off and tax arrears notices.
- Manage Municipal Tax Base while consulting with MPAC for Assessment changes, apportionments, minutes of settlement and errors and omissions from the assessment roll.
- Prepares documentation and completes the process for Tax Registrations.
- Balances taxes receivable to general ledger.
- Calculates and applies penalties and interest to tax and sewer accounts.
- Prepares reports for Council on property taxation matters.
- Replies to all tax and sewer correspondence letters.
- Establishes and maintains records of mortgage accounts.
- Liaise with Receipting Clerks regarding delegated tax related duties such as the production of tax certificates, receipting and address and ownership changes.

Other Responsibilities:

- Checks and completes all deposits as prepared by the reception clerks and posts to the General Ledger daily.
- Provides back-up reception duties on occasion.
- Assists the Clerk with the Election process as requested.
- Performs other duties as assigned within administration and finance.

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills and Education:

- The incumbent must have a thorough understanding of all taxation legislation, regulations and procedures including the capped properties process.
- The incumbent must have a good understanding of municipal accounting principles and practices.
- The incumbent must have a good knowledge of the OPTA system and possess the ability to use the system effectively to produce capping information.
- The incumbent must have a thorough knowledge of Microsoft Office software applications including Excel and Word, proficiency with internet and email. Experience using Microsoft Dynamics Great Plains financial computer software is considered an asset.
- The incumbent must possess strong communication and people skills to be able to effectively handle difficult conversations and situations that could arise during a tax collection or registration process.
- The incumbent must be detailed orientated and demonstrate critical thinking skills.
- The incumbent must have excellent planning/time management and organizational skills and be able to maintain focus within a fast paced and sometimes disruptive work environment.

Experience and Training:

- Preferred candidate will have a minimum of three years' experience in a taxation related municipal position supported by a post-secondary education in a related field. Completion of a tax administration program and/or a professional designation through an accredited tax collectors association (e.g. AMTCO) will also be considered a definite asset.

Working Conditions:

- Regular hours of work are 8:00 a.m. to 4:30 p.m. with a ½ hour unpaid lunch period.
- Ability to work evenings and weekends during peak workload periods as required.
- Flex time will be provided at straight time provided that extra work requirements are pre-approved by the Deputy Treasurer.