



JOB DESCRIPTION

POSITION TITLE:	TAX COLLECTOR - FINANCIAL CLERK
REPORTS TO:	TREASURER
CATEGORY:	PERMANENT FULL-TIME
UPDATED:	NOVEMBER 2024
LOCATION:	CENTERVILLE, IN PERSON
STARTING WAGE:	\$32.25 - 37.5 HOURS/WEEK
POSTING DATE:	NOVEMBER 11, 2024
CLOSING DATE:	NOVEMBER 24, 2024

POSITION SUMMARY:

The Tax Collector - Financial Clerk for the Township of Stone Mills is responsible for managing and administering the collection and reporting of municipal taxes. Reporting directly to the Treasurer, this position is critical in ensuring accurate and timely tax collections, executing billing processes, addressing delinquent accounts, and handling tax adjustments and rebates. Additionally, the role includes the responsibility of maintaining precise financial records and documentation, and effectively communicating with staff to resolve any inquiries and issues.

As a part of the finance department, the Tax Collector - Financial Clerk plays a pivotal role in upholding the financial integrity of the township, adhering to established fiscal policies, and enhancing overall operational efficiency. This position demands a professional with experience in financial management within a municipal setting, strong organizational skills, and comprehensive knowledge of tax legislation and compliance requirements.

MINIMUM QUALIFICATIONS:

- Excellent public relations, written and communication skills
- AMCTO designation is considered an asset.
- 3-5 years of experience in a municipal tax role.
- Post secondary education in Accounting, Finance, or related field.
- Successful completion of, or willingness to complete, the Municipal Tax Administration Program.
- Proficient in using computerized accounting systems.

- Strong skills in Microsoft Office Suite, including Excel, Word, and Outlook
- Valid G class driver's license in good standing.

SPECIFIC SKILLS, ABILITIES AND KNOWLEDGE:

- Ability to perform precise calculations and financial assessments to ensure accuracy in tax and financial processes.
- Prepare documents, manage data entries, and reconcile accounts to prevent discrepancies.
- Strong understanding of municipal, commercial, and industrial tax regulations, and general financial legal requirements.
- Effective in resolving taxpayer inquiries and coordinating with various stakeholders through clear, professional communication.
- Proficient in managing multiple tasks systematically and maintaining organized records and reports.
- Skilled in using computerized accounting systems for various financial operations including database management.
- Capability to address and resolve financial issues, delinquencies, and discrepancies efficiently.
- Competent in representing the township in formal settings and negotiating under challenging circumstances.
- Experienced in leading special projects and ensuring they are completed efficiently and on schedule.
- Ability to handle complete payroll processes, adjust payroll setups, and manage related changes accurately.
- Adept in submitting grant applications, meeting reporting requirements, and assisting with audit preparations.
- Ability to work effectively independently and as a team player.
- Ability to deal with difficult situations and handle effectively.
- Understanding of confidentiality and accessibility issues when working with the public
- Assist with the TOMRMS filing system for the department

KEY RESPONSIBILITIES AND DUTIES:

Tax Collector

1. Maintain and ensure the accuracy of all Tax Levy calculations to meet municipal obligations.
2. Administer and coordinate tax billing and collection processes.
3. Balance tax receivables with the General Ledger (G/L).
4. Prepare the tax roll as required.
5. Calculate and post monthly reporting, post penalties, and issue past-due notices.
6. Collect delinquent tax accounts, including overseeing municipal tax sale proceedings.
7. Complete tax adjustments as required and approved.
8. Prepare, submit, and follow up on Payment in Lieu applications.

9. Prepare G/L accounts for education and upper-tier transfers.
10. Process pre-authorized tax payments.
11. Prepare all taxation and payment-in-lieu schedules for year-end audits per Financial Information Return (FIR) requirements.
12. Prepare and issue tax certificates as per the Municipal Act, upon request and payment.
13. Respond to tax inquiries — written, at the counter, and by telephone.
14. Maintain and process telephone/PC banking payments from taxpayers and mortgage companies.
15. Process and post all taxation and other revenue transactions.
16. Update the taxation database for changes in mortgages, addresses, and ownership.
17. Prepare all assessment adjustments required including SCIFs, Minutes of Settlement, section 357, Tax Incentive Approvals, and Supplemental and Omitted listings.
18. Coordinate with MPAC/OPTA/Agri Corp for reporting and inquiries.
19. Represent the municipality at assessment review board hearings as required.
20. Mail out of Property Tax Arrears notices after each tax due date.

Finance Clerk

1. Perform bank reconciliations for operating and reserve accounts, including all associated journal entries.
2. Assist the Treasurer with year-end audit procedures.
3. Responsible for processing payroll, including the implementation of any payroll changes or adjustments related to employee setups or terminations.
4. Coordinate and lead special projects as needed.
5. Assist with grant applications and fulfill reporting requirements.
6. Review cash receipt deposits to ensure accuracy.
7. Conducts municipal banking and internal audit, including bank deposits.
8. Assist with the balancing and reconciliations of General Ledger (G/L) accounts.
9. OMERS administration including hires, terminations, leaves as well as remitting monthly payments.
10. Benefits administration including hires, terminations, disability leave reporting and remitting payments.
11. Issuing Record of Employment forms.
12. Assist Treasurer with coordination, preparation, review, reporting and policing of the Townships Operating and Capital budgets.

Note: The above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

This position reports to the Treasurer and has no direct reports
All staff

External

Taxpayers/ratepayers, vendors, auditors, community groups, provincial ministries, other municipalities, and agencies.

Municipal Property Assessment Corporation (MPAC)

Online Property Tax Analysis (OPTA)

WORKING CONDITIONS:

- Predominantly situated at dedicated workstations with necessary computing equipment.
- Structured office setting that is well-lit, climate-controlled, and equipped with standard office furniture to support prolonged periods of desk work.
- Frequent use of phones and email for communication is required.
- A significant portion of the duties include face-to-face service provision to the public, other municipal departments, and external agencies.

HOURS OF WORK:

- Normal hours of work are Monday to Friday (37.5 hours/week);
- Normal Office Hours are Monday: 8:30am - 6:00pm, Tues-Thursday: 8:30am - 4:30pm, Friday: 8:30am - 12:30pm
- Additional hours may also be required for Council/Committee meetings, Township business, Community events, and Conferences on weekends and/or evenings.

The Township offers a comprehensive benefits package and participation in the OMERS pension plan. Interested candidates are requested to submit a cover letter and resume by 12:00am (midnight), Sunday, November 24th, 2024 with a cover letter clearly marked "**Tax Collector – Financial Clerk**":

Please send to:

Township of Stone Mills
Jason White, CAO
4504 County Rd 4
Centreville, Ontario
K0K 1N0
Email: careers@stonemills.com

We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.

The Township of Stone Mills is an equal opportunity employer committed to inclusive barrier-free recruitment and selection process. If you require this document or correspondence in an alternate format, please contact the above noted contact for accommodation.