



**Position Title:** Finance/Tax Clerk

**Purpose of Position:** Under the direction of the Treasurer, performs all duties of tax and water collection, updates and maintains property assessment and property tax data bases, receive and process property taxes and utility payments, issue receipts and verify payments made by electronic means.

**Specific Responsibilities Include:**

- Assist with front counter/reception coverage, including postal counter duties.
- Provide property assessment and property tax information to the public, property owners and lawyers, responding to general and specific inquiries.
- Answer inquiries with regard to tax and assessment information and responds in writing if necessary.
- Respond to questionnaires, surveys and other requests for information related to property taxes.
- Responsible for the preparation of a posting ledger including distributions for all payments received daily and provide to Treasurer/Deputy Clerk.
- Responsible for the preparation of daily bank deposits, which has been balanced to the posting ledger and provide to Treasurer/Deputy Clerk.
- Maintains and updates all assessment roll records and advises Municipal Property Assessment Corporation of amendments as required.
- Maintains and updates property tax data base system including input and verification of all assessment and property tax records and mortgage company records.
- Preparation of Pre-Authorized Payment (PAP) calculations for taxation and water billings, electronic file submission of PAP to bank, and correspondence with ratepayer on PAP.
- Maintains tax collector roll assessment, processes roll changes, tax supplementary assessment notice and payments in lieu.
- Downloads annual assessment information and balances computer information to written information.
- Process tax write-offs.
- Calculates and records refunds for overpayments.
- Enter Tax Rates onto Ontario Property Tax Analysis system.
- Maintain property files and assists with file management.
- Updates property tax data base for the addition of additional charges as directed by the Treasurer.
- Responsible to ensure miscellaneous charges to tax bills are balanced.
- Processes penalty and interest for delinquent accounts.

- Prepares and mails interim, final and supplementary property tax bills.
- Preparation of e-Post files to electronic mailing of tax bills.
- Prepares and mails property tax arrears notices.
- Produces tax sale listing and calculate tax arrears for registered letters for tax registrations.
- Provides administrative assistance to the Treasurer for tax sales.
- Reconcile the tax program Accounts Receivable to General Ledger Accounts Receivable.
- Prepares tax certificates and zoning, providing letters to lawyers as per request.
- Maintains and updates utility billing system. Generates billings and reports.
- Preparation of e-Post files to electronic mailing of water bills.
- Maintains and updates drainage cards. Generates billings and reports.
- Perform other related duties as assigned by Treasurer/Deputy Clerk.
- Prepares auditor notices, as required.
- Assists the external auditor in their review of property tax related data.
- Provides support and back up to other staff in department as necessary.
- Assist with the preparation of property tax statements, financial statements and information returns and any other assessment and property tax related reports.
- Data Entry of Payroll Timecards in Easy Pay payroll software for Treasurer/Deputy Clerk processing.
- Prepare financial analysis and reports as directed by the Treasurer/Deputy Clerk.

**Supervisory Responsibilities:** None

**Qualifications:** Post-Secondary diploma in Accounting; Completion of the Ontario Municipal Tax and Revenue Association (OMTRA) program; Advanced skills in Microsoft Office including spreadsheet application and advanced skills in computerized accounting software are required (Keystone Municipal Solutions preferred); Strong communication skills required with ability to function well under pressure; skilled in office administration including keyboarding, knowledge of office equipment and manual dexterity; strong organizational and time management skills required with the ability to function well under pressure; ability to work effectively in a team; Three to five years related experience in municipal taxation and water; knowledge of municipal drainage.

**Reports to:** Chief Administrative Officer/Treasurer/Deputy Clerk

**Salary Range:** \$24.19 – \$29.69 (\$44,025.80 - \$54,035.80) Currently under review.