



THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

Internal/External Posting*

POSITION: TAX CLERK – ADMINISTRATIVE ASSISTANT TO FINANCE

POSITION SUMMARY: The AA - Finance /Tax Clerk is a **full-time, permanent** position working in the Municipal Office under the direction of the Manager of Corporate Services/Treasurer. The AA Finance /Tax Clerk will be responsible for various property tax functions. This position will also support the Finance Department and be responsible for cashier and public service duties as required. Strong interpersonal skills are essential as well as the ability to work independently with minimal supervision.

REMUNERATION: The starting wage rate shall be 90% of the Collective Agreement rate in effect (\$25.30 to start).

START DATE: Monday, January 10, 2022

CORE DUTIES include:

- Prepares and processes tax billings.
- Makes adjustments to tax accounts and notifies and collects or refunds ratepayer.
- Addresses undeliverable tax bills by contacting and locating ratepayers.
- Processes electronic, mail and counter payments daily.
- Prepares documentation with regard to tax sales procedures.
- Maintains accurate property tax records through updating ownership, address and banking information changes.
- Actively collects past due taxes via reminder notices, and following up of repayment agreements.
- Prepares Tax Certificates on request.
- Responds to telephone inquiries, communications, information and redirects calls;
- Performs month-end accounts receivable procedures such as running the General Ledger and Payment Register, applying misapplied payments, reviewing the aging report, adding service charges, transferring past due accounts to property tax and printing and mailing customer statements.
- Responds to/redirects enquiries on a variety of topics such as inspections, building permit applications, dog tags, composter purchases, parking tickets and bylaws.
- Perform Admin functions including word processing, filing, binding, ordering supplies.

QUALIFICATIONS:

- 5 years of progressive experience in taxation or related Financial/Accounting field.
- Successful completion of an Accounting/Finance/Business post-secondary program.
- Must possess or be willing to complete the Municipal Tax Administration Program (MTAP) upon hire.
- Proficiency with financial software and MS Office Suite (Excel, Word, PowerPoint, and Outlook).
- Demonstrate integrity, diplomacy and understanding of confidentiality and privacy issues.
- Excellent interpersonal, team building, analytical, research and problem solving skills.
- Results-driven, customer service oriented approach to dealing with internal and external customers with discretion and diplomacy.
- Attention to detail with a high degree of accuracy while managing competing priorities and tight deadlines.

Those requiring additional position-specific information or a detailed job description, may contact Mallory Luey, Manager of Corporate Services/Treasurer.

Qualified candidates are invited to submit a resume with cover letter, in confidence, outlining how their relevant education, experience and achievements meets the above qualifications, to Lee Gudgeon, Manager of Human Resources, by 8:30 am on Tuesday, January 4, 2022. Only electronic applications will be accepted at <https://www.wainfleet.ca/en/town-hall/careers.aspx>, by email at careers@wainfleet.ca or Fax: (905) 899-2340.

* **Please note:** External applicants will **only** be considered in the absence of qualified internal CUPE 1287-15 applicants.

The Township of Wainfleet is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@wainfleet.ca if you need assistance. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.