



Revenue Clerk

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated professional to contribute to the Finance Department.

Reporting to the Manager of Revenue Services, this position will be responsible for all bank deposits and balancing of payments received by the Town.

Duties and Responsibilities

- Processes the Finance and Administrative office's cash drawers and balance the Town transit fare receipts.
- Process and balance property tax and utility payments received daily via bank downloads from the Town's banking institution
- Process all post-dated cheques for property taxes, utilities and any other payments.
- Balances all credit card payments made through Virtual Town Hall.
- Monitors and processes EFT and e-transfer payments received by the Town.
- Documents and drafts policies and procedures surrounding cash handling, recording and tracking of payments.
- Liaise with Finance and other Town staff to support their cash receipting, balancing and reconciliation as required.
- Maintains Mortgage Company additions, changes, deletions, arrears notices and all payments received by mortgage companies for property taxes.
- Receives and processes customer account name and address changes
- Maintains pre-authorized payment plans for both property tax and utility accounts.
- Maintains all of the Town's rental property revenues to ensure timely collections.
- Assists the finance customer service staff with responding to customer queries by phone, email or in person as required.

Key Competencies and Qualifications

- Degree or diploma in accounting, business administration or equivalent.
- Enrolled in or completion of the Municipal Tax Administration Program (MTAP) considered an asset
- Four years of related experience with property taxation and/or accounting functions with preference given to those in a public sector.
- Two years experience involving cashiering and/or customer service with preference given to those in a public sector considered an asset.
- Working knowledge of current of the Municipal Act and Municipal Freedom of Information and Privacy Act.
- Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public.
- Ability to work under pressure, adapt to changing priorities, meet strict deadlines and deal with interruptions.
- Proven analytical, detail oriented, time management, organizational and interpersonal skills.
- Demonstrated proficiency with information technology including Microsoft Office Suite.
- Required to complete a Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$52,600 to \$65,750 (2023 rates) based on a 35 hour workweek plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2023-RC10** by October 13, 2023 via email to hr@townofbwg.com.

Town of Bradford West Gwillimbury, Human Resources Department
125 Simcoe Road, P.O. Box 160, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.