



THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

Internal/External Posting*

POSITION: TAX CLERK/ ADMINISTRATIVE ASSISTANT - FINANCE

POSITION SUMMARY: The *Tax Clerk/ AA Finance* is a **full-time, permanent position** working in the Municipal Office under the direction of the Manager of Financial Planning. The *Tax Clerk/ AA Finance* will be responsible for various property tax functions. This role supports the Finance Department and performs cashier and reception duties as required. Must be able to work independently with minimal supervision and have strong interpersonal skills.

REMUNERATION: The starting wage rate shall be \$29.83 increasing to \$33.14 after 840 hours worked, *as per* the Collective Agreement rate in effect.

START DATE: April 22, 2024

CORE DUTIES INCLUDE:

- Prepares and processes property tax and drainage billings.
- Makes required adjustments to property tax accounts in response to MPAC assessments.
- Manages the Tax Reduction application process according to legislation.
- Prepares Tax Certificates as requested by law offices.
- Adds monthly interest & penalties to past due accounts.
- Updates property ownership information to maintain accurate tax records.
- Manages and administers the Pre-authorized Payment Program.
- Prepares and sends Reminder Notices.
- Annually prepares 2nd and 3rd year property tax arrears notices.
- Responsible for the collection of tax arrears, working with property owners to create alternative payment arrangements, or initiates tax arrears registration for Tax Sales.
- Completes year-end property tax functions, including balancing of the Tax Roll.
- Processes electronic, mail and counter payments daily.
- Completes cash balancing and bank deposits.
- Responds to, and redirects incoming inquiries and communications.
- Performs administrative functions within the Finance Department.
- Performs month-end procedures for Accounts Receivable.
- Prepares invoices for other departments when required.
- Assists with administrative tasks in other departments if required.

QUALIFICATIONS:

- 2 to 3 years of experience in property taxation or related Financial/Accounting field.
- Successful completion of an Accounting/Finance/Business post-secondary program.
- The Municipal Tax Administration Program (MTAP) course would be considered an asset. The successful applicant will be required to enroll and successfully complete the course.
- Proficiency with financial software and MSOffice tools (Excel, Word, PowerPoint, 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 parties with discretion and diplomacy.
- Previous payment processing experience in a high-volume, fast-paced environment.
- Proven experience in roles requiring strong attention to detail and a high degree of accuracy while managing competing priorities and tight deadlines.

Those requiring additional position-specific information may contact Sherry Mayne, Manager of Accounting.

Qualified candidates are invited to submit a resume with cover letter, in confidence, outlining how their education, experience and achievements meet the qualifications, no later than **8:00 a.m. on Monday, March 18, 2024**. Applications are accepted at hr@wainfleet.ca or on our website at <https://www.wainfleet.ca/en/town-hall/careers.aspx>.

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