



Career Opportunity – Internal/External Posting

Property Tax Clerk Finance and Business Services

Position Summary:

The Property Tax Clerk is responsible for maintaining the property tax roll, which includes processing adjustments, calculating penalties for late payments, and processing payments from mortgage companies. This position is the primary contact for tax account inquiries. Reporting to the Manager of Accounting Services, this position supports internal departments and the Municipality's property tax customers in an efficient and effective manner.

Key Responsibilities:

- Maintain the property tax roll, including additions, deletions, ownership changes, payment plan options, and mortgage companies.
- Upload property tax payments made by Electronic Data Interchange (EDI) into the financial system daily.
- Enter property tax payments made by mortgage companies through Electronic Funds Transfers (EFTs) into the financial system.
- Balance mortgage company deposits in the financial system's cash receipting module.
- Calculate penalty in the financial system monthly and as required.
- Prepare and email interim and final listings summarizing taxes owing by roll for each mortgage company.
- Prepare mortgage company invoicing details and submit to accounts receivable for billing.
- Provide information and excellent customer service to taxpayers, external customers, and agencies.
- Respond to real estate and law firm inquiries.
- Print tax statements, receipts, and tax notice reprints, as requested.
- Print and review tax certificates for completeness. Submit to the Treasurer for review and approval.
- Process payment returns in the financial system.
- Draft letters to property owners to request repayments for payment returns.
- Calculate and document tax adjustments and enter into the financial system.
- Reconcile property tax receivables and clearing accounts. Investigate discrepancies and prepare journal entry requests for review by the Manager as needed.
- Monitor the general ledger municipal tax levy accounts to ensure in-year adjustments are not applied to these accounts.

- Maintain the annual comparable tax receivables spreadsheet and any other year-over-year comparable databases for the Treasurer.
- Provide inter-departmental assistance to staff collecting property tax payments as requested.
- Assist the Property Tax Specialist with the interim and final tax billing processes, including printing and mailing tax bills.
- Assist the Property Tax Specialist with any tax registration or tax sale procedures including summarizing data or tax roll adjustments in the financial system.
- Update the property tax procedures as new procedures are added or revisions are identified.
- Maintain and update the Municipality's website for any changes including tax instalment date changes and tax form changes.
- Maintain filing system for property tax documents in the Municipality's enterprise content management system.
- Monitor the property taxes email account.
- For maintenance drainage charges:
 - Accept spreadsheets for annual maintenance drainage charges to be applied to the rolls.
 - Verify farm tax classes on rolls by co-ordinating with the Drainage Superintendent and/or the Manager of Revenue and Financial Planning to ensure accuracy.
 - Upload billing data to financial system.
 - Reconcile summary spreadsheet of maintenance drainage charges to the general ledger for year-end audit.
 - Prepare support for sales invoices and journal entries to be submitted to the Manager of Revenue and Financial Planning for approval.
- For capital sewer charges, capital drainage charges, and local improvement charges:
 - Administer the collection of these charges.
 - Correspond and coordinate with the Customer Service Representatives regarding the collection of these charges.
 - Record unpaid and overdue charges on rolls.
 - Calculate amortization payment schedules for eligible rolls.
 - Prepare letters to property owners eligible for debentures.
 - For property owners requesting a debenture, add their amortization schedule into the financial system.
 - Co-ordinate with the Manager of Accounting Services to ensure all property tax rates are properly set up in the financial system.
 - Reconcile various general ledger accounts for the year-end audit.
- Provide backup support for Accounts Payable Clerk, including:
 - Create new vendors and new clients in the financial system database.
 - Receive all invoices from vendors, departments, and mail.
 - Match invoices to supporting documentation and identify insufficient supporting documentation. Then communicate requirements to departments.
 - Verify accounting treatment recoveries and commodity taxes.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.

- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a college diploma or certificate in accounting, finance, bookkeeping or equivalent in a related field.
- Must have one year of municipal property tax experience.
- Completion of the Municipal Tax Administration Program (MTAP) as offered through the Ontario Municipal Tax and Revenue Association (OMTRA) would be preferred.
- Must be proficient in the use of computer applications in a Microsoft Windows environment and have advanced working knowledge of the Microsoft Office Suite Programs. Experience in iCity/Vadim would be an asset.
- Must have strong accounting skills, including reconciliation experience.
- Must have strong verbal and written communication skills.
- Must have exceptional interpersonal and customer service skills.
- Must have strong time management and organizational skills.
- Must have working knowledge of the property tax sections of the Municipal Act, 2001, as amended.
- Must have a valid Ontario Class 'G' Driver's Licence.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week in an office environment. Overtime may be required at times. Tasks are performed with frequent interruptions and/or distractions.

Employee Group:

Non-union

Salary Range:

\$60,598.32 - \$70,891.46 (2024 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, April 14, 2024.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761