

**Town of Caledon**

***make a difference***



**Job Title: Senior Financial Analyst, Revenue (Contract Up to 18 Months)**

**Closing Date: August 16, 2024**

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

### **The Opportunity**

Reporting directly to the Supervisor, Revenue, this role is responsible for duties related to corporate revenue including property taxation and collection, assessment base management, accounts receivable, corporate cash receipting, corporate revenue and user fees, and development charges. Support includes responsibility for accounting functions related to revenue, property taxation billing and preparation and responsibility for the Town's user fee by-law. This position is responsible for corporate cash handling and payment processes and procedures, including financial reconciliations. You will perform the following duties, including but not limited to:

- Responsible for the accurate and timely processing of information in the property tax module of the Town's Financial Information System (FIS) including calculating and printing tax bills, month/year end procedures, maintenance, updating and changes, preparing and mailing past due notices etc.
- Prepares property tax billings for payment in lieu and linear properties and assists in the preparation of the Interim and Final tax billings and prepares tax rate schedules for Council approval.
- Prepares year end lead sheets and prepares for Corporation's annual external audit by preparing back-up and reconciliations. Responds to questions posed by auditors in a timely fashion.
- Responsible for Tax Appeal and Assessment appeals including completing any treasurer's write-off calculations, adjustments and related journal entry into the general ledger
- Supervise in-house and contracted staff assigned to perform work and activities as defined herein.
- Collaborate with HR on people-related programs. Provide input to the career development of assigned staff, including technical direction, training recommendations, coaching and mentoring.
- Prepares 10-year assessment growth forecast and regularly monitors and calculates in-year assessment growth to support the annual budget process.
- Responsible for assisting with the administration of the Town's debit/credit payment processing machines and the Town's online merchant payment portal.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

## The Ideal Candidate

We are seeking an accounting professional with a post-secondary degree in Accounting, Economics or a closely related field. Our ideal candidate has 3-5 years related finance experience. The ideal candidate will be responsible for the accurate and timely processing of information in the property tax module of the Town's Financial Information System (FIS) including calculating and printing tax bills, month/year end procedures, maintenance updating and changes, preparing and mailing past due notices, etc. This individual will perform all accounting related duties with respect to property taxation.

The candidate will provide back-up and support to Senior Financial Analyst, Developments regarding development charge and security functions. The incumbent will also be responsible for the maintenance of cash receipting best practices throughout the Corporation, including documentation, training of staff, and reviewing for compliance with corporate procedures.

We are seeking an individual with superior attention to detail, demonstrated analytical and problem-solving skills and excellent verbal and written skills. A CPA (Chartered Professional Accountant) designation is required.

This position offers an hourly pay rate range of \$47.85- \$58.65

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

*Applications for this posting will be accepted until **August 16, 2024 12:00PM**.*

## How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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