



CLEARVIEW

## Finance Assistant – Property Tax

The Corporation of the Township of Clearview

Clearview Township is currently seeking a full-time (35 hours per week) finance Assistant –Property Tax. Clearview Township currently only has in-person work.

### Key Accountabilities

Reporting to the Deputy Treasurer, the Finance Assistant – Property Tax is responsible for providing excellent customer service and administration duties related to property tax collection. A portion of these tasks include processing payments including bank line entries, end-of-day transactions, ensuring tax account maintenance is complete and accurate, entering changes to the Township's property ownership database and assisting in pre-authorized tax payment plan processing. As well, preparing and issuing tax and water certificates as requested.

### Skills and Experience

- Diploma in Business or Office Administration, or related field, together with minimum two (2) years of experience in an administration role, preferably in a municipal environment.
- Preference given to certificate of completion of the Municipal Tax Administration Program (MTAP) and or willingness to complete.
- Thorough working knowledge of Microsoft Windows and Office applications and ability to produce professional documents using desktop publishing software.
- Excellent communication, organizational, problem-solving, decision making, time management, interpersonal, public relations and customer service skills.
- Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information.
- Possess a high level of initiative and personal integrity.
- Knowledge and understanding of provincial legislation, tax and reporting requirements as per the Municipal Act.
- Ability and willingness to travel within the community.
- Satisfactory Criminal Record Check.
- Valid Class "G" Driver's License in good standing with dependable personal transportation.

### Salary:

Salary range offered for this position is \$48,831 – \$59,958 per annum and includes a comprehensive benefit package.

*Note: The preferred candidate must be willing to provide consent for the Township to conduct a criminal background and vulnerable sector check prior to finalizing an employment offer.*

Interested candidates are invited to forward their resume and covering letter quoting **job # 2024-029** to Human Resources **by August 1, 2024** to: [hr@clearview.ca](mailto:hr@clearview.ca)

*We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.*

*Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).*

Please visit: [www.clearview.ca](http://www.clearview.ca)