



## **Tax Collector**

The Corporation of the Township of Clearview

Clearview Township is currently seeking a permanent full-time Tax Collector.

Clearview Township is located in a region that has a long history as one of Ontario's favorite tourist and vacation destinations, attracting over 2 million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of small-town quality of life.

### **Qualifications:**

Recognized diploma in Accounting or Business with 3 to 5 years related experience in municipal taxation. In addition, a Municipal Administration Program diploma and a Municipal Tax Administration Program diploma are required for this role.

### **Responsibilities:**

Reporting to the Deputy Treasurer, the Tax Collector is responsible for all aspects of the tax billing and collection function within the Treasury Department, including administration of all billing procedures, mandatory and optional tax policies, collection of revenues, receivables and responding to enquiries and complaints handling/resolution.

The preferred candidate will possess a thorough knowledge of applicable legislation, acts, statutes and regulations. They will have a financial aptitude to be able to assist and cross train in other areas of finance. As well, excellent communication and customer service skills.

### **Salary:**

Salary range offered for this position is \$62,313 to \$75,519 per year plus a competitive benefits 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 # 2024-038** to Human Resources by **September 20, 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)*