



## Tax Collector

The Corporation of the Township of Clearview

Clearview Township is currently seeking a permanent full-time Tax Collector. This position is an in-office position.

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 functions** within the Treasury Department. This includes the administration of all billing procedures including the ability to run interim and final tax bills, the implementation of mandatory and optional tax policies, collection of tax revenues and receivables, working knowledge of property tax forms such as Tax Incentive Adjustment, Post Roll Amended Notice, Advisory Notice of Adjustment and more and responding to enquiries and complaints using conflict resolution and good customer service skills.

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 \$64,183 to \$78,806 per year plus a competitive benefits package including OMERS Pension.

*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 # 2024-042** to Human Resources **by November 8, 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)*