



*Making life better in King*

**King is Hiring**  
**Taxation & Assessment Analyst**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Revenue/Deputy Treasurer, the Taxation & Assessment Analyst is responsible for the following:

- Manages, improves, reconciles and maintains the Township's assessment base Coordinates and assisting Manager with the tax billing cycles; prepares, processes, reconciles and distributes tax notices (Interim, Final).
- Assists Manager with the preparation of various Council reports on tax and legislation changes associated with property taxes.
- The processing of penalty charges for both tax and water accounts.
- The processing, printing, and mail out of tax arrears notices.
- Preparing payment plans for properties in tax arrears and agreements with property owners.
- Performs periodic and annual reviews of assessment rolls to identify anomalies in property assessment valuations with respect to classifications, effective dates for changes in assessment and timeliness of correcting approved changes.
- Identifies the Township's assessment growth market trends, errors and anomalies and corresponds with MPAC to confirm and analyze actual growth and year-to-year changes to the assessment base.
- Prepares estimates of supplementary assessment, payment-in-lieu of taxes, assessment appeals and write-offs for budget purposes; prepares and reconciles related transactional activities.
- Responsible for tracking/recording project related costs and executing appropriate actions to monitor/secure the Townships' revenue/income.
- Ensures compliance with all relative provincial legislation relating to property taxes.
- Provides support to business improvement initiatives and projects related to external/internal client needs.
- Monitors and analyzes various sources in review of assessment roll; including new Registered Plans, new construction, Building Permit & Occupancy summaries, etc.
- Provides MPAC information on changes to assessment and reconciles information from the Township and MPAC to ensure assessment changes are addressed
- Compares Township data to MPAC and OPTA to ensure data is complete and up to date.
- Reviews Township-owned properties, analyzes history and prepares adjustments to recognize revenues/expenses.
- Conducts complete detailed analytical reviews and supporting procedures with qualitative aspects of tax and other related matters (i.e. write-offs, adjustments, tax revenues).
- Updates, maintains and reconciles the Township-owned tax roll summary for year-end purpose.
- Updates OPTA to reflect changes/updates made in database.
- Prepares and files/submits the Township's assessment appeals by the statutory deadline; follows-up on necessary documentation and backups if necessary.
- Manages ARB appeals (i.e. Summary and General appeals), Minutes of Settlement (MoS), Request for Consideration (RfR) and prepares timely tracking summaries and responses and participate in meetings.
- Responsible for the administration of tax sale procedures and provides effective communication to external (i.e. owner, agent, ARB, Realtax) and internal clients (i.e. Planning, Building).
- Processes levy adjustments in accordance with approved changes in assessment (MoS, RfR and ARB) and updates roll status in OPTA accordingly; follows-up with MPAC if necessary.
- Reviews and analyzes supplemental billing data received from MPAC; prepares and completes the reconciliation process and posts tax billings, folds and mails notices timely.
- Responsible for Township's PIL billings; updates and maintains summary.
- Responsible for Township's Supplemental Runs, PACN, Runs (i.e. TIA, PRAN, ANA) and Rebates (i.e. s357, s359).
- Prepares property taxation schedules for the Financial Information Return (FIR) reporting for year-end
- Manages and processes Township's Severance/Consolidation Plan (SCIF), including legal descriptions and property lot size/frontage.
- Manages the Senior Deferral Program and related administrative duties.
- Prepares monthly and annual reconciliation and handles/processes auditor's requests.
- Manages mailing address updates and notifies MPAC on a regular basis.
- Assists in improving the use of the Financial System and maintaining various code structures in the system and data integrity.

- Ongoing support to internal processes/improvements and system related enhancements.
- Performs analysis in accordance to internal (i.e. economic development) or external (i.e. government) needs.
- Performs monthly/quarterly/yearly reconciliation and council report preparation, analyzing discrepancies and identifying corrective action(s).
- Responsible for the monthly penalty procedures for tax and water accounts and related reconciliation.
- Coordinates and reconciles payment arrangement requests, coordinating/preparing payment arrangement agreements, updating tracking summary, managing and processing post-dated cheques and monitoring/following-up on NSF payments, updating Diamond records accordingly; preparing correspondence and following-up with owner(s).
- Prepares the tax and water arrears letters and related analysis/reconciliation and all correspondences to/from Realtax, owner(s) and interested parties.
- Responds to internal and external queries pertaining to property taxes, water and revenue related matters.
- Participates as a member of the Township's Development Application Review Team (DART).
- Back up to Manager of Revenue when required for property tax inquiries and decisions.
- Assists Finance Clerks – Tax/Water with as required
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Completion of a Post-Secondary Degree in Business, Real Property Administration or a related discipline.
- Have a minimum of five (5) years of combined experience in a municipal property assessment and taxation environment.
- Successful completion of the Municipal Tax Administration (MTA) Program is required or working towards the MAT certificate.
- AIMA (Associate member of the Institute of Municipal Assessors) would be a definite asset.
- Extensive knowledge of municipal finance-related legislation/regulations including *Assessment Act*, *Municipal Act*, and property taxation.
- Knowledge of the tax sale and ARB procedures is an asset.
- Demonstrates a clear understanding of all aspects of municipal property taxation and a general knowledge of municipal administration and public sector accounting standards.
- Advanced skills Microsoft Office (e.g. Excel, Word, and Outlook).
- Experience in Microsoft Dynamics GP would be an asset.
- Ability to deal courteously and effectively with all levels of staff, the public and external agencies.
- Ability to work independently as well as in a team environment.
- Good organizational and time management skills, ability to prioritize and meet inflexible deadlines and keen attention to detail.
- Have good understanding of accounting concepts.
- Must possess a valid Class "G" Driver's License.

**Salary Range: \$69,505.80 - \$77,149.80 per annum (2024 Rate)**

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on February 25, 2025**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [www.king.ca](http://www.king.ca) for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the *Municipal Act, 2001, S.O. 2001, c.25* and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the *Integrated Accessibility Standards Regulation 191/11 (IASR)*, and the *Ontario Human Rights Code*, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.