



Revenue and Taxation Coordinator Posting 202512

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Manager of Revenue, the Revenue and Taxation Coordinator is responsible for providing external and internal customer service, with a specialty in municipal taxation. The primary focus of this position will be the administration of the pre-authorized payment (PAP) plan, processing property tax payments and adjustments, assisting residents with property tax queries, and processing the Municipal Sales Listing.

Accountabilities:

- Respond to property tax inquiries.
- Deliver a high degree of service for both internal and external customers, in accordance with Town standards.
- Set-up PAP plans; maintain plan accounts, e.g., cancellations, banking information changes.
- Initialize PAP file and send it to the bank.
- Process/prepare tax revenue into post-dated cheque batches for deposit.
- Administer all aspects of the Senior's Tax Grant Program and coordinate with Service Canada and participants.
- Process Mortgage property tax payments received from financial institutions.
- Manage financial institution account additions and deletions.
- Issue tax certificates and statements to legal firms as requested.
- Process ownership changes in the Town's property tax system.
- Review and process the municipal sales information received from the Municipal Property Assessment Corporation (MPAC)
- Open and sort incoming mail.
- Perform other duties as assigned.

Qualifications:

- College Diploma in Business or equivalent
- Completion of the Municipal Tax Administration Program (MTAP) is considered an asset
- 3 years of experience in an office environment. Property Tax experience is considered an asset
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Exceptional communication, customer service, problem solving, conflict resolution and interpersonal skills
- Ability to prioritize work and meet deadlines
- Strong attention to detail and accuracy

Compensation:

The salary for this position (35 hours per week) is \$63,844 - \$76,004 annually.

Location:

This position will require some flexibility in the incumbent's availability and work schedule.

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., February 28, 2025. Please quote posting 202512 on your cover letter.

Application Form: [Submit a Job Application](#)

Email: humanresources@haltonhills.ca

We thank all those who apply but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | haltonhills.ca