

Town of Caledon

make a difference



Job Title: Manager, Revenue/Deputy Treasurer
Closing Date: April 9th, 2025 12:00pm EST

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting to the Treasurer, the Manager, Revenue/Deputy Treasurer is responsible for the activities and functions of all property tax and assessment, development charges, development financing and revenue policies, invoicing, collections, reconciliation/balancing, user fee updates, debt, investments and grant administration.

Responsible for building the team into a strategic operation that provides outcome-based, effective and efficient customer service to both internal and external stakeholders. Contributes to the development, planning and implementation of strategies and goals that support service level standards and continuous improvements and drives for results that are aligned with the Town's strategic vision, direction, and values.

Manage, provide leadership and support to the Property Tax and Assessment department including, but not limited to, the co-ordination and administration of property tax and billing automated software and all billing processes; develop policies for the provision of efficient and effective customer service while ensuring compliance with federal and provincial legislation. Manage and support negotiation, mediation and settlement conferences that have potential significant impacts on the stability of the City's assessment base and financial position. Provide assistance and advice to City lawyers on litigation matters resulting from tax adjustments and appear as a witness as required.

This position is also responsible for the administration and oversight of the development finance area including development charges, securities and other related development financing agreements. In collaboration with the Treasurer, the Manager is responsible for the coordination and development of the Development Charges background study. This function also includes oversight over the recording and reconciling of development charges paid on properties and developments, letters of credit and securities related to development applications.



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The Manager, Revenue/Deputy Treasurer works closely with the Treasurer, Chief Financial Officer, Leadership Team and Audit Committee and researches, investigates and makes recommendations on taxation and development finance matters impacting long-term financial sustainability and other financial related matters.

As the Manager, Revenue/Deputy Treasurer, you will perform the following duties, including but not limited to:

Property Tax and Assessment

- Responsible for the co-ordination and administration of property taxation, including the calculation and setting of tax rates annually, as well as billing and collecting property taxes.
- Responsible for protecting the Town's assessment base, including working with tax consultants and reviewing, recommending, reporting and authorizing assessment changes.

Development Charges and Development Financing

- Responsible for Development Charges and Development-related Financial Securities.
- Responsible for the tracking, analysis and projections related to Development Charges, Development Charge reserve funds and Development Charge Credit Agreements.
- Responsible for the development and administration of the Development Charges (DC) Background study and Development Charge By-laws, including the calculation and interpretation of the Town's DCs, along with the Region and Education development charge by-laws.
- Oversees Development Charge financial administration.

Finance

- Responsible for monitoring, reporting and forecasting the Town's debt and ensuring debt is within established limits.
- Updates and maintains debt policies.
- Responsible for cash flow monitoring and forecasting.
- Responsible for the investment of surplus cash, reserve and reserve funds in accordance with the Municipal Act, regulations and the Town's investment policies
- Responsible for tracking and ensuring that the reporting requirements of all grants received by the Town are met.

The Ideal Candidate

We are seeking a finance professional with a minimum education, training and/or knowledge in the above, normally acquired from a post-secondary degree in Business, Commerce, Economics, Accounting or equivalent related field and a Municipal Tax Administration Program (MTAP) and Ontario Revenue Association designation (CMTP). Chartered Professional Accounting Designation (CPA) is an asset.

Our ideal candidate has a minimum of 5 years related experience in a municipal tax, revenue and municipal finance setting and 3 years of management/supervisory/leadership experience.

We are seeking an individual who possesses or has experience with:

- Municipal Taxes - thorough understanding of the Municipal Act, Assessment Act, Education Act and related regulations related to municipal taxes, assessment and revenues.
- Development Charges - thorough understanding of the Municipal Act and Development Charges Act and related regulations related to development charges and municipal finance.
- Knowledge of Planning Act to support planning council reports, financial transactions/agreements, development charge financing.
- Knowledge of PSAB and GAAP requirements.
- Demonstrated ability to negotiate and resolve disputes related to Tax and Development Charge Appeals



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- Excellent verbal and written communication skills.
- Proven leadership, supervisory, interpersonal, organizational, problem solving, communications, public relations, and analytical skills.
- Ability to work independently in a team setting, be a self-starter and be able to organize and prioritize work to meet deadlines.
- Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff, and the general public.
- Computer proficiency in MS Office (Word, Excel, Outlook) and knowledge of CentralSquare tax software, Microsoft Dynamics Great Plains, FMW or a similar Corporate Financial Information System.
- Demonstrated customer service excellence that reflects Caledon's quality standards: accurate, courteous, responsive, and easy to navigate.

The successful candidate for Manager, Revenue/Deputy Treasurer will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$135,329.15 - \$169,161.44 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **April 9thth, 2025 12:00PM EST.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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