



We're looking for a Temporary Revenue Clerk I to join Clarington's Finance Services team!

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

Why Clarington

Clarington is a place of possibilities.

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

Position Snapshot

Clarington is growing and our workforce is, too!

Reporting to the Revenue Coordinator and the Manager of Taxation Services, the successful candidate will work in a team dynamic to provide support to residents relating to property taxes.

What you'll be doing

As the Temporary Revenue Clerk I, your responsibilities include but are not limited to:

- Responsible for the collection, balancing, and recording of tax payments.
- Answering tax related enquiries by telephone, email and over-the-counter.
- Producing tax certificates and issuing of various receipts.
- Changes to master file data such as ownership and mailing address changes.
- Maintaining Mortgage Company files.
- Performing collection procedures.
- Processing tax roll adjustments such as refunds, returned payments, and liens.
- Performing general clerical and accounting type requirements.
- Other duties as may be assigned by the Manager of Taxation Services or the Deputy CAO / Treasurer.
- Other duties as assigned.

What you bring

The successful candidate will have:

- Community College graduate in an accounting field or significant equivalent combination of education and work experience.
- A minimum of one year experience relevant work experience.
- Excellent oral and written skills to provide effective communication with staff and the general public.
- Experience in processing and reconciling financial transactions
- Demonstrated knowledge in computer applications, including MS Office, Vailtech and Great Plains.
- Must be legally able to work in Canada.

What we offer

- Salary: \$52,083-\$64,933 - Code 6 of the 2024 Inside Collective Agreement.
- Hours of work: 35 hours per week, with after-hour meetings required.

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position, should you be selected, please contact the Human Resources Division at careers@clarington.net.

Additional information and requirements

Prior to starting the position, the successful candidate must provide, at their own expense, a current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

Ready to apply?

Please submit your application online by **July 14, 2025, at 11:59 PM.**

We thank all applicants for their interest. However, only those under consideration will be contacted.