



Tax Collector
Contract Position (12-18 months)
RECRUITMENT 2025-CORP-28

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for a contract position (12-18 months) of Tax Collector. Reporting to the Deputy Treasurer, the Tax Collector is responsible to collect, balance, reconcile and provide analysis on property taxation. Such duties shall include the collection of taxes pursuant to the Municipal Act and the Assessment Act and provide assistance to the Deputy Treasurer, as required.

Key Duties and Responsibilities:

- Maintain the Collector's Roll
- Prepare the Town's property tax billing system including billing, collection and delivery of tax bills.
- Maintain accounting and related records for all taxation transactions in the Town (including new and supplementary assessment; taxation affected by budget and legislation changes; tax adjustments and write-offs and ensuring accuracy of same).
- Calculates and applies interest and penalties.
- Ensure accurate upload of assessment from SAS download to Collector's Roll on a yearly basis.
- Prepare regular and supplemental tax billings, charitable rebates, and grants in lieu.

Skills and Qualifications:

- Minimum 2 year post-secondary education
- Minimum 4 years related work experience in a Municipal Setting
- Completion of Municipal Tax Administrators Program
- Desirable - AMCT designation
- Proficient skills and knowledge of Microsoft Office programs
- General knowledge of accounting
- Excellent interpersonal/public relations and customer service skills, including an appreciation of the need for tact, confidentiality and a positive, cheerful and informative approach with the public.
- Highly organized with a demonstrated ability to prioritize, set schedules, handle multiple projects and competing demands and meet deadlines

Position Type: Contract (12-18 months)
Hours of Work: 35 hours per week (Monday to Friday, 8:30 a.m. to 4:30 p.m.)
Location: Town Hall, 77 Beckwith St. North, Smiths Falls, ON

What we Offer:

Wages: Hourly Rate Band H (\$36.63-\$42.59)
Benefits: Voluntary Enrolment into the OMERS Pension Plan.

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-CORP-28 by **Monday June 23, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.