



Employment Opportunity

Taxation and Revenue Coordinator

The Taxation and Revenue Coordinator is primarily responsible for administering the property taxation program, office administration, assisting with the accounts receivable program, and providing customer service support as required.

KEY DUTIES & RESPONSIBILITIES

- Maintain accurate and timely taxation records by organizing, posting and balancing each month, processing ownership and address changes and, receiving and processing payments.
- Update taxation information based on severance information obtained from the Building Department and apportionment forms obtained from MPAC.
- In consultation with the Deputy Treasurer, administer the Township's taxation and collection program in accordance with legislation and the Township's Tax Levy By-law; calculating and issuing property tax bills and tax adjustments, coordinating pre-authorized property tax payment plans and carrying out the tax installment payment process.
- Coordinate tax arrears accounts in accordance with legislation, issuing monthly tax arrears statements, and facilitating the tax sale process in consultation with management staff.
- Maintain and distribute educational material and issues tax certificates.
- Prepare bank deposits, reconciling revenues against receipts; updating bank balance spreadsheet.
- Oversee petty cash fund.
- Assist in the development of the Township's User Fees and Charges.
- Provide administrative support to the Finance department including updating and maintaining the finance related pages on the Township's website.
- Assist with the Township's centralized purchasing activities by ensuring purchases are made in accordance with the Township's Purchasing By-law, efficiently and cost-effectively to take advantage of bulk/quantity discounts.
- Maintain office equipment (phones, photocopier, and postage machine).
- Maintain inventory of office supplies including concession supplies, and equipment; purchase office supplies and equipment centrally for all departments in compliance with Township By-laws, policies and procedures.
- Assist the Financial Assistant with monitoring and administering the Township's accounts receivable program.
- Provide backup to the Financial Assistant as required.
- Liaise with internal staff to classify records and establish files including property files in accordance with the Township's records retention by-law and program.
- Assist with the annual audit process as required ensuring that all necessary information and documents are available in order that interim and year-end audits for the Township can be completed.
- Ensure timely responses are provided to department inquiries, Council and the public.
- Frequent contact with tax consultants, other government agencies, and taxpayers. Diffuse and resolve conflict.
- Develop and maintain job related procedures.
- Participates in the Township's Training and Development Program and Annual Goal Setting Program as required.



- Perform additional duties and special projects as required.
- Responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Township of Puslinch Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines.

SKILLS & QUALIFICATIONS

- Post-secondary education focused on business, finance, accounting, public administration or other related discipline or equivalent combination of education and work experience.
- Minimum three (3) years of progressive, related and demonstrated experience would be considered an asset.
- OMTRA Municipal Tax Administration Program (MTAP), or in the process of completing the program would be considered an asset.
- Excellent verbal and written communication skills, with the ability to tailor communication to diverse audiences.
- Ability to handle matters of a confidential nature, and to maintain confidentiality.
- Excellent interpersonal skills including the ability to work effectively in a team environment.
- Strong organizational and problem solving skills.
- Computer proficiency in MS Office (Word, Excel, Outlook) and database applications such as Keystone are an asset.

WORKING CONDITIONS

- General office environment.
- Local travel.
- Occasional exposure to conflict situations.
- Must be able to work after hours or when deemed necessary to meet deadlines and deal with crises.

This position offers a comprehensive benefit package and an annual salary range of \$63,044.80 to \$76,167.00

Applicants are invited to submit a cover letter and resume by no later than 4:00 p.m. on Thursday, August 14, 2025.

ATTENTION: HR Department, Township of Puslinch, 7404 Wellington Road 34, Puslinch ON N0B 2J0. E: hr@puslinch.ca or F: (519) 763-5846. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance. If you require an accessible format, please contact hr@puslinch.ca.