

Clarington

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

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

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

About the Role

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.

Key Responsibilities

- Responsible for the collection, balancing, and recording of tax payments.
- Answering tax related inquiries 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.
- Perform other duties as assigned, including those specific to the department.

What you bring

- College diploma in the accounting field or significant equivalent combination of education and work experience to the satisfaction of the Deputy CAO/Treasurer.
- A minimum of one year of experience in a similar capacity.
- Excellent oral and written skills to provide effective communication with staff and the public.
- Experience in processing and reconciling financial transactions

- Demonstrated knowledge in computer applications, including MS Office, Vailtech and Great Plains.
- A commitment to exceptional customer service and professionalism.
- Must be legally entitled to work in Canada.

What we offer

- Salary: \$54,828 to \$68,353 - Code 6 of the 2025 Inside Collective Agreement.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- This position is currently eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week

Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

How to Apply

Applications will be accepted until **November 11, 2025, at 11:59pm.**

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.