



Notice of Vacancy

In accordance with the Recruitment & Selection Procedure 0014-P08, a vacancy exists in the following area:

Department/Division:	Finance and Corporate Services/Finance Services
Position:	Tax Collector
Duration:	Permanent
Posting #	26-P-02

Position Description:

The Tax Collector is responsible for the full administration of the City's property taxation program, ensuring accurate billing, effective collection, and strict compliance with the Municipal Act, Assessment Act, and all related legislation. This position safeguards more than \$200 million in annual municipal tax revenue by overseeing tax notices, maintaining assessment data integrity, managing arrears, and administering tax sale processes. The role provides expert interpretation of complex legislation, represents the City in Assessment Review Board proceedings, and develops policies and procedures that support fiscal sustainability, strong financial governance, and consistent service standards.

The Tax Collector also acts as a subject matter expert, offering guidance, training, and operational support to Service Peterborough staff and other City departments on tax-related processes and systems. Serving as an escalation point for complex taxpayer inquiries, the position promotes transparent, citizen-focused service delivery and contributes to a respectful, inclusive workplace. The role provides operational backup to the Manager, Revenue Services and the Systems Manager, Billing Services, and leads continuous improvement initiatives that enhance operational efficiency, compliance, and service excellence across the property tax program.

Qualifications and Other Pertinent Details:

The successful candidate will hold a post-secondary degree or college diploma in business or commerce with an emphasis on accounting, along with successful completion of the Municipal Tax Administration Program. They will bring a minimum of five years of cumulative experience in municipal taxation, finance, or revenue services, including at least three years of direct experience performing municipal tax collector responsibilities such as billing, collections, assessment administration, and legislative compliance. Preferred qualifications include completion of the AMCTO Municipal Administration Program, working knowledge of municipal property taxation software,

and experience using SAP or similar ERP systems. The role requires strong legislative interpretation skills, financial accuracy, and the ability to manage complex tax files while providing clear, professional guidance to taxpayers, staff, Council, and external partners in a high-volume, deadline-driven environment.

Classification for this position: Non-Union Job Class 5

Salary: \$112,539 - \$115,069

Application Information:

This notice first bulletined to all departments on **Tuesday January 6, 2026**, with a closing date of **Thursday January 22, 2026**, by 11:59 p.m. **Please post to staff on all bulletin boards.**

Note: All applications or inquiries should be referred to the People and Culture Division. All applicants should submit a covering letter and résumé outlining their education and qualifications to the People and Culture Division recruiting@peterborough.ca by the closing date. If contacted for an interview, please advise the People and Culture Division if you require an accommodation.