



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3051-001

CALL NO. 26-4569

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| Job Designation: | Revenue Services and Taxation Policy Coordinator |
| Department: | Finance |
| Job Details: | Permanent Full Time (CUPE 1329) |
| Salary Range: | \$75,482 - \$92,048 |
| Pay Grade: | 9 |
| Closing Date: | Applications for this position must be received at oakville.ca by no later than 11:59 p.m. on April 24, 2026 |
| Posting Status: | Open to all current Town of Oakville employees and external applicants |

This job posting is for an existing vacancy and therefore will be filled accordingly.

Reporting to the Manager, Revenue Services & Taxation, the Policy Coordinator is responsible for providing analysis and advice with respect to policy, administration and collection of property tax, other municipal revenue (i.e. stormwater management fees, municipal accommodation tax and any future revenues) and property assessment or real property matters. This position will also aid in policy program creation, implementation and is responsible for post-implementation administration, assistance with billing and collection, maintenance and ongoing reporting of property tax and other municipal revenue policies. This role will also assist the Manager with tax collection administration and collection procedures.

Job Responsibilities

As the Revenue Services and Taxation Policy Coordinator, you will:

- Provide policy expertise in the area of property taxation, other municipal revenue sources and on property assessment or real property and develop strategies to address identified issues related to tax and revenue policy and municipal finance
- Assess new and existing property tax and revenue policies, programs and provide analysis and advice to management
- Conduct data modelling to determine taxation and revenue impacts of future and existing policies
- Maintain awareness of new trends, policy developments, and data sources and ensure management is informed of sector developments and their implications for the Municipality
- Administer and maintain property tax and revenue programs as directed
- Provide administration support with revenue billing and credit application for policy programs and work with the Supervisor, Tax Billing to ensure data sets for revenue distribution are accurate and system ready for billing
- Assist with annual revenue in arrears collection administration and tax sale processes

Qualifications

You have a minimum of three-years' experience as it relates to the job responsibilities of the position, and have completed a three-year diploma or degree, ideally in finance, public administration, or political science, as well as completion or working toward the completion of the Municipal Revenue Administration Program (MRAP, formally MTAP) from the Ontario Municipal Tax and Revenue Association (OMTRA). Your formal education is augmented by progressively responsible positions that have resulted in outstanding leadership complemented by a highly developed understanding of municipal government and service delivery, as well as:

- Demonstrative data modelling techniques and analysis to conduct research and quantitative analysis
- Ability to apply analytical, logic, statistical and problem-solving theories

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Proven proficiency in advanced Excel, including complex formulas, pivot tables and data visualization tools
- Proficient understanding of property tax principles and practices with good knowledge of legislation, regulations, by-laws and/or requirements of the *Municipal Act, 2001*, the *Assessment Act* and various Council approved Town Finance by-laws and policies and procedures
- Good knowledge of municipal and provincial functions that involve Finance, primarily property tax billing and collection, real property valuation, non-tax revenue and collection and how property tax and the budget process correlate
- Excellent research and written skills, including reading and interpreting legislation, regulations and policies/standards are required
- Strong communication skills that will extend to external and internal partners such as property owners, lawyers, consultants, the Province, MPAC, and Town staff in a clear and professional manner
- Ability to handle confidential matters that adhere to MFIPPA, the *Municipal Act, 2001*, Council by-laws, and municipal policies and procedures
- Proficient in Microsoft office suite, as well as good working use, skill and knowledge with SharePoint application
- Must possess great organizational skills with a solid focus on meeting deadlines with excellent time management skills, planning and coordinating job functions, with ability to manage a variety of duties and arising issues simultaneously and effectively
- Significant soft skills such as being an inclusive team member that can demonstrate sound communication, take accountability, assist and provide constructive feedback and guidance to others, while providing external and internal customer service with the upmost integrity and respect

DATED: [April 10, 2026](#)

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for each of the testing and interview components of the recruitment process is 75%.

We thank all applicants and advise that only those selected for an interview will be contacted.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3