



Tax / Finance Clerk

Full-time, Permanent

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

Reporting to the Director of Finance/Treasurer, the Tax/Finance Clerk is responsible for responding to, coordinating and supporting the tax and water billing and collection processes; overseeing timely reconciliation and reporting activities related to but not limited to water, permits, taxation, utilities while maintaining high level of customer satisfaction. This position assists with the tax rates and ratios and updating related by-laws and prepares reports to Council.

Duties & Responsibilities, but not limited to:

- Calculates property tax and water billing balances
- Updates property tax and utilities ownership changes and validates data with MPAC
- Maintains property tax files by roll number (ie address changes, deeds, severances, and other legal information and correspondence)
- Monthly balances of taxes and water receivable accounts
- Prepares all necessary files in compliance with Township's Tax & Utilities Collections policies and procedures for collection of outstanding tax and water accounts; issues follow-up letters for delinquent water accounts and tax arrears
- Prepares Tax Registration forms and files
- Receives and responds to inquiries from residents and external stakeholders
- Provides cashier services by receiving payments (ie taxes, dog licences, permits, planning, water billing, etc) and issues receipts accordingly
- Balances the revenue against receipts and deposits to the bank
- Processes and submits PAP electronic files to financial institutions, uploads and updates PAP files into accounting software
- Oversees and supports the timely reconciliation and reporting activities related to tax and water
- Analyzes and prepares various reconciliations for general ledger accounts
- Provides backup coverage to the Treasury Clerk

Qualifications, Skills, Knowledge, Abilities:

- Completion of post-secondary education in Finance, Business Administration, Accounting or equivalent combination of education, training, and experience
- Achievement of Municipal Tax Administration Program an asset

- Minimum 3 years of billing, receivables, and collections experience preferably in the municipal sector with knowledge of water and wastewater billing and collection practices and property taxation principles and practices
- Experience with case handling and reconciliation of accounts
- Good knowledge of municipal water operations and regulations including calculation of water rates an asset
- Knowledge and experience with interpreting legislation, by-laws, and policies pertaining to assessment and taxation preferred
- Strong data entry, retrieval, and keyboarding skills with ability to create, manipulate and reconcile data within spreadsheets
- Ability to make sound independent decisions and exercise discretion in decision making
- Superb interpersonal, customer service, communication, and conflict resolution skills
- Strong analytical, problem solving, research and negotiation skills
- Excellent organizational, multi-task, time management skills
- Ability to prioritize work under pressure to meet deadlines
- Advanced skills in MS Office including database and spreadsheet applications, accounting software (Great Plains)
- Possess and maintain a valid Ontario G Driver's licence

Annual Salary: \$59,882 – \$74,843 (2024 rates). Based on a 35-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with "Tax/Finance Clerk" in the subject line. Applications can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.