

**Job Posting #: 2024-51**

**Job Title: Financial Clerk – Taxes**

Department: Financial Services

Reports To: Deputy Treasurer / Senior Financial Analyst

Directly Supervises: None

Status: Full Time Permanent

Hours per Week: 35

Salary: \$50,005.34 - \$60,781.56

**Application Due Date: Posted until filled**

### Position Summary

This position provides support in property taxation services, assisting in the billing and collection of taxes and maintenance of property tax accounts. Including the coordination and administration of property taxes.

### Role Specific Duties and Responsibilities

#### Property Tax Billings:

1. Assist in the preparation of the Interim and Final property tax bills.
2. Prepare, print, sort and mail property tax Reminder Notices monthly.
3. Assist in the preparation of Supplemental/Omitted property tax bills as required.
4. Assist in processing tax adjustment for all approved Municipal Applications process changes in in property status, including new and revised assessment and other information affecting tax collection.
5. Process any tax adjustments necessary, including:
  - 5.1 NSF tax payments;
  - 5.2 Penalty/interest adjustments;
  - 5.3 Transfers from one account to another;
  - 5.4 Preparing refunds; and
  - 5.5 Other miscellaneous adjustments as required.
6. Coordinate with the building and planning departments as it relates to the property roll changes; development, severances and permits.

#### Collection of Tax Arrears

7. Prepare monthly listing of arrears and outstanding taxes for review by Treasurer.
8. Assist in collecting arrears, actively works to reduce and collect taxes before proceeding to tax registration.
9. Assist Treasurer in the Tax Sales process as necessary.
10. Balance the property tax sub ledger accounts to the General Ledger accounts on a monthly basis.
11. Calculate penalties and interest on a monthly basis according to procedures outlined in the tax by-law and the Municipal Act.
12. Download and process electronic bill payments for taxes and utility accounts received from various financial institutions.
13. Maintain all mortgage company records.

14. Maintain all pre-authorized payment plan, including pre-authorized payment notifications bi-annually to registrants.
15. Prepare and process pre-authorized payments and forward to the bank for processing, twice monthly and on instalment due dates.
16. Maintain e-bill enrolments.
17. Update taxpayer address changes in Keystone and notify MPAC.
18. Update ownership changes in Keystone in accordance with transfer documents from lawyers and the bi-weekly Municipal Sales Listings.
19. Assist in closing the tax sub ledger at year-end and open the new year's tax sub ledger.
20. Maintain local improvement charges and district/area charges on tax accounts.
21. Maintain properties with charitable rebates as required.

#### Customer Service Taxation

22. Respond to telephone, email and walk-in questions from taxpayers.
23. Prepare and verify tax certificates as requested by various lawyers and mortgage companies.
24. Perform cashier functions such as accepting, balancing and processing payments for tax and water payments, recreation program registrations and facility rentals and general receipts which involves cash handling and balancing cash drawer.
25. Prepare tax statements for taxpayers as required.
26. Respond to inquiries from lawyers and mortgage companies.
27. Provide information to taxpayers regarding tax incentive programs.

#### Other Duties

28. Maintain property files; includes file creation for new and deleted rolls.
29. Provide relevant material to auditors as required.
30. Take bank deposits to the bank as required.
31. Assist the Treasurer/ Director of Financial Services in other functions and processes as may be assigned.
32. Make updates as needed to the website's Financial Services page.

#### General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

## Required Certifications and/or Health and Safety Requirements

- None.

## Education, Skills and Experience

1. Diploma in business, accounting or related discipline preferred, or an equivalent combination of education and experience.
2. 2 years' in an accounting/bookkeeping function, with experience in Tax Collections, preferably in a municipal environment.
3. Completion of Municipal Tax Administration Program preferred.
4. Working knowledge of finance and accounting transactions (posting, documenting, controlling, and reporting) in area of specialty
5. Thorough working knowledge of Microsoft Windows and Office applications, and office equipment.
6. Strong skills in communication (written, oral and interpersonal).
7. Ability to maintain confidentiality, be tactful in all dealings, and be self-motivated.
8. Ability to multi-task, to work with interruptions, and to display common sense and patience.

## Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment with exposure to verbal criticism from the public.
- Normal hours of work are 35 hours per week, Monday to Friday; attend occasional evening meetings, as required.

## Contacts and Interactions

- Communicates regularly with with municipal staff, tax payers, community groups, and the general public.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2024-51 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources



The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).