



Township of East Zorra-Tavistock

Job Description

Tax Collector/Deputy Treasurer

1. **Position Title:**

Tax Collector/Deputy Treasurer

2. **Date Approved/Revisions:**

November 2016

3. **Pay Grid:**

- a. Grade 10 – 12 depending on education, designations and experience
- b. Based on 35 Hours per Week, Full Benefits, OMERS

4. **Reporting Relationships:**

- a. Reports to:
 - i. Finance Manager/Treasurer
- b. Directly supervises:
 - i. n/a

5. **Purpose:**

- a. Responsible for the Township's tax billing and collecting processes, co-ordination and monitoring of all other Township revenue through the Township's Accounts Receivable and Cash Management system. Assist the Finance Manager/Treasurer with regards to accounting functions, corporate revenues, in implementing and administering objectives, and policies of programs in accordance with Council directives, and as required by the Municipal Act or other applicable legislation for the Treasury Department. Provide a wide range of customer service functions to both external customers and internal staff.

6. **Scope of Position:**

- a. Work is varied and often in response to Council decisions in addition to the ongoing operations of the Township
- b. All work is performed according to Township policy or is rooted in legislation - the incumbent is expected to organize work flow and work independent of close supervision

7. Responsibilities:

a. Property Taxation

- i. responsible for all elements of the property taxation function
- ii. prepares the Township's property tax billing, including local improvements, special charges, debentures
- iii. maintains accounting and related records for all taxation transactions in the Township, including new and supplementary assessment; tax adjustments and write-offs and ensuring accuracy of same
- iv. Administers the municipal tax collection function, minimizing tax arrears and errors, ensuring collection of interest and penalties and diligently follow tax sale procedure as prescribed in the Municipal Act
- v. reconcile taxes sub-ledger with general ledger on a monthly basis
- vi. manages the pre-authorized payment plans for taxes, as well as payments made by mortgage companies
- vii. prepares tax verifications and tax certificates and maintains accurate records of ownership, address and mortgage changes
- viii. deals, on a daily basis, with taxpayers to address their problems, concerns and inquiries
- ix. maintains property information details and records in a variety of systems including Diamond Property Tax System, SharePoint Property Information Portal, etc.
- x. prepares property ownership lists and records for a variety of notices and other purposes
- xi. maintains appropriate confidentiality with regards to property tax accounts

b. Accounts Receivable

- i. prepares invoices for various items and Township services and maintains accounts receivable information and records
 - ii. monitors receivable accounts and follows up on past due accounts
 - iii. enter and posts regular accounts receivable information from various departments and Boards to the financial accounting system
 - iv. discusses problem accounts with the Finance Manager/Treasurer and submits for collection when directed
 - v. prepares year end reports and reconciliations
- c. Revenue/Cash Management
- i. accepts, enters and posts payments from various sources (mail, counter, PC Banking, Phone Banking, Debit, etc.)
 - ii. prints and reviews edit lists to ensure accuracy
 - iii. balances cash, prepares bank deposits and delivers bank deposit as required
- d. Financial Administration
- i. processes monthly bank reconciliations for all Township bank accounts
 - ii. processes and file quarterly HST returns
 - iii. Monthly reconciliations of Accounts Payables and Payroll accounts
 - iv. Maintains security and deposit accounts, records and sub-ledgers
 - v. Assists the Finance Manager/Treasurer in making application for federal/provincial programs and grants on behalf of the municipality
 - vi. develops, maintains and produces regular accounting reports for use by other staff, Council and auditors
- e. Audit
- i. Assists Finance Manager/Treasurer with the preparation and reconciliation of audit working papers for external auditors
 - ii. Assist the Finance Manager/Treasurer in the preparation of the annual Financial Information Return (FIR)

f. Budget

- i. Support the Finance Manager/Treasurer in operating budget preparation, providing taxation assessment information required to develop the budget
- ii. Support the Finance Manager/Treasurer in capital budget, asset management and long term capital planning preparation
- iii. Assists with budget preparation as required and directed

g. Other

- i. Provides back up for processing of payroll for issuance bi-weekly pay.
- ii. Provides back up for processing of accounts payable
- iii. Completes special projects as assigned
- iv. Assists in the operation of municipal elections, as required
- v. Other duties as assigned and consistent with the responsibilities set out in this job description.
- vi. See the current “Detailed Task List” for more information and specific tasks to be completed by this position.

8. Working Conditions:

- a. Work is subject to shifting priorities
- b. Work is performed in full view of the public
- c. Some risk due to stress and verbal abuse when dealing with irate ratepayers who will not or cannot accept Township by-laws and regulations or who deny tax delinquency
- d. Certain sense of urgency due to public service

9. Hours of Work:

- a. Thirty-five (35) Hours per Week
- b. Normal hours are 8:30 a.m. to 12:00 noon, 1 p.m. to 4:30 p.m. Monday to Friday.

- c. Attendance at occasional meetings outside of the normal working day may be required

10. Working Relationships:

- a. With CAO - Receives direction and guidance for non-routine and special assignments
- b. With Finance Manager/Treasurer – receives overall direction and supervision of day to day activities, work load management, general supervision
- c. With Corporate Services Manager – coordinates scheduling with other staff and direction and supervision on non-treasury tasks and projects
- d. With other Staff - Provides secretarial, administrative, receptionist and accounting services; exercises courtesy and co-operation for harmonious working relationships
- e. With the Public - Provides information and assistance; receives payments and application forms, maintains a high level of tact and courtesy

11. Knowledge and Skills:

- a. Reasonable understanding of the municipal finance related legislation, regulations including the Municipal Act and Assessment Act
- b. Knowledge of Microsoft Dynamics GP and Diamond Municipal Property Tax Billing System is considered an asset
- c. Strong knowledge of Microsoft Windows and Office software systems
- d. Ability to work effectively with members of Council, staff and public
- e. Excellent analytical skills and ability to manage conflicting priorities
- f. Excellent oral and written communication skills with an emphasis on customer service
- g. High level of initiative and independent judgement and ability to work as a key team member with minimal supervision, in a confidential environment

12. Formal Education:

- a. Post-secondary education in accounting or business with a good working knowledge of General Accepted Accounting Principles (GAAP)
- b. Completion of CPA designation or actively working towards it

- c. Completion of the Municipal Tax Administration Program (MTAP) through Ontario Municipal Tax and Revenue Association (OMTRA) would be an asset OR willingness to complete within first year of employment.
- d. Certified Municipal Tax Professional (CMTP) or Certified Municipal Tax Professional- Associate (CMTP.A) considered an asset.

13. Impact of Errors:

- a. Errors in giving information to the public could lead to inadvertent misleading of the public, poor public relations and embarrassment to staff, self and Council
- b. Accounting errors could result in costly duplication of effort to correct, could result in incorrect financial statements being produced.
- c. Clerical errors could be traced and corrected after costly duplication of effort and annoyance

14. Licences and Certifications

- a. Must hold a valid Class “G” Drivers Licence.

15. Health & Safety

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.