



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

TAX ACCOUNT ANALYST (1 YEAR CONTRACT)

AREA OF RESPONSIBILITY:

Reporting to the Manager, Tax Billing & Admin, this role is responsible for all assessment and tax processes relating to residential, commercial, industrial and multi-residential buildings.

- Conducts detailed analysis and entry of data and maintains relevant backup documentation applicable to residential, commercial, industrial or multi-residential for: assessment and tax appeals, new construction/new to class, apportionments, PRANs (post roll amended notes) year-end rollovers, supplementary and omitted billings and final billings.
- Calculates analyses and maintains Frozen Assessment Listing and Prior Annualized Listings.
- Balances levies and billings pertaining to tax account adjustments for accuracy & completeness.
- Prepares and mails summaries and notices/statements following legislated protocols.
- Analyses accounts and prepares related refund cheque requisitions.
- Acts as Municipal representative at Assessment Review Board hearings regarding tax appeals under the Municipal Act.
- Liaises with Municipal Property Assessment Corporation regarding assessment questions related to appeals and apportionments.
- Prepares minutes of settlement and formal statements of response on behalf of the municipality in response to complaints and board orders before Assessment Review board.
- Prepare listings and reports for tax appeals and apportionments adjustments for Council approval.
- Reviews, processes and issues billings in response to Appeal Plan Creates. Liaises with developers, builders and their agents to facilitate payment. Tracks collection of payment for plan creates and coordinates with other tax section staff as necessary.
- Reviews and reconciles tax system daily output and provides support and assistance to tax accountant as required.
- Responds to telephone and public counter enquiries related to position responsibilities.
- Meets with taxpayers and/or their agents to review/discuss tax account specifics for clarification and understanding and possible further adjustment.
- Prepares written replies and summary analysis as required in response to customer or management questions.
- Provides technical advice and training to other tax staff as required.
- Provides backup to Tax Customer Service Clerks as required.
- Perform other similar and related duties as assigned.

SELECTION CRITERIA:

- High School (Grade 12) graduation plus an additional program of over one and up to two years in accounting or equivalent.
- Municipal Tax Administration Certificate is mandatory.
- Over two (2) years, up to and including four (4) years.
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Strong working knowledge of Microsoft Office Suite and additional related software.
- Ability to work independently and as part of a team.

** Various tests and/or exams may be administered as part of the selection criteria.

TO APPLY: Please apply online, quoting file number: 102602 **by October 9, 2017** at:

www.brampton.ca/employment or via www.workopolis.com and search for key words City of Brampton. If you require assistance with the application process, please contact us directly. We thank all applicants; however, only those selected for an interview will be contacted. We are dedicated to equal opportunity.

The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.