



City of Oshawa, located just a short, 30-minute drive from Toronto, is a progressive city of 157,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Tax Accounting Analyst

Salary Range: \$58,228 to \$64,674 per annum

Reporting to the Coordinator, Tax and Revenue Services, this position is responsible for ensuring transactions in the property tax system for the City are accounted in accordance with legislative and PSAB standards, while ensuring efficient, customer focused service delivery. Tax Accounting Analyst duties include ensuring property tax information system is reconciled with general ledger accounts; monitoring all adjustments to tax payer accounts and tax roll; coordinating the Mortgage Tax Program; administering the Façade Loan Program; administering various Provincial and Municipal mandated Tax Rebate/Tax Reduction Programs; providing primary back-up support for Accounts Receivable Function; reviewing, recommending and working collaboratively to implement changes in processes and procedures to ensure efficient, customer focused service delivery; providing back up to Head Cashier for relief situations; and performing other duties as assigned

Qualifications:

Applicants have completed a Business Administration Diploma (or equivalent) from a recognized community college (3 years) with a specialization in Accounting or Taxation, plus three (3) years of relevant taxation and accounting experience in a municipal environment, or have the equivalent combination of education and relevant experience. Enrolment as a student/candidate in the Chartered Professional Accountant (CPA program) and/or completion of a municipal accounting/municipal tax course would be an asset. Excellent mathematical, accounting and analytical skills and possess a sense of accuracy and thoroughness along with good organizational and administrative skills. Established skills and experience using PC equipment and related software applications, (i.e. MS Office Suite, Tax Manta System, RCS, Point of Sale, PeopleSoft) and other information technology relating to municipal government taxation. Excellent customer service experience and good communication skills, both oral and written, to deal effectively with the public, staff, other levels of government. Demonstrated ability to work on own initiative and under pressure in order to meet rigid deadlines. Knowledge of municipal tax law and policies.

Interested candidates are invited to provide a resume with covering letter electronically **no later than Monday, October 23, 2017**, at www.oshawa.ca under City Hall, Employment link. Please note hard copies of resumes will not be accepted.

We thank all applicants, but only those to be interviewed will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. The City of Oshawa will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.