

Tax Collector

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #899

Date Posted: March 19, 2024



Internal / External

The Corporation of the City of St. Thomas -
Treasury Department has an opening for the following position:

TAX COLLECTOR

(Permanent, Full-Time – CUPE Local 841)

Job Posting #899-03-24

POSITION SUMMARY:

Reporting to the Manager of Finance/Deputy Treasurer, the tax collector is responsible for property tax billing and collection operations while ensuring all legislative requirements and policy directives of Council are implemented. This position is also responsible for maintenance of the property tax accounting system and monitoring of related budgets.

MAJOR TASKS:

Tax billing responsibilities:

- download and import the assessment roll and property assessment change notices (PACN) from the Municipal Property Assessment Corporation (MPAC) ensuring compliance with all legislated requirements and deadlines
- reconciles assessment roll to tax collector's roll
- assists with preparation of tax levy by-laws
- orders tax billing supplies and prepares the property tax insert for the final billing
- arranges for printing and mailing of interim, final and supplementary tax bills within the time frame required by Municipal Act
- maintains property listing for Business Improvement Area and calculates rate for final tax billing
- ensures the accuracy and timely posting of ownership and mortgage company changes to maintain the tax roll

Tax collection responsibilities:

- assists with customer queries and with tax payments at the counter as required
- maintains pre-authorized payment plans, ensuring plans are balanced to the master spreadsheet and sent to the bank for processing on the last business day of each month
- processes returned payments and authorizes requisitions for refund
- monitors property tax accounts with arrears and discusses payment options with taxpayers, reviewing these accounts monthly
- mail tax arrears notices and provide information to City Solicitor for registration of properties for tax sale when necessary

Review and process all Municipal Tax Applications, which include Section 357/358 Applications, PRANs, MOS, TIAs, ARB Decisions, etc.

Responsible to review, determine eligibility and process Charitable Tax Rebate applications and process other rebates and adjustments as required.

Responsible for billing and collection of Payments in Lieu of Taxes, Heads and Beds, Hydro Corridor, Railway Right of Ways, etc.

Processes additions to tax accounts including order administration fees, service charges, property standards, etc.

Reviews and signs Tax Certificates.

Participates in reconciliation of certain general ledger accounts at month-end and year-end.

Corrects all tax related errors and cancels penalty and interest when appropriate.

Acts as a resource to Treasury Staff, assisting with all aspects of property tax collection, dealing with taxpayers, and providing backup to various Treasury functions as required.

Participates in staff training as required and maintains familiarity with all relevant legislation, implementing changes as required.

This position must be compliant with all provisions of the Occupational Health and Safety Act, related to "Duties of a Worker."

All other duties assigned.

QUALIFICATIONS:

Minimum Post-Secondary school graduation diploma with specialization in accounting related subjects, together with two years of experience in a similar position. Completion of the Municipal Tax Collector's Course is required or must have a willingness to complete course provided that the timeline for completion is reasonable and acceptable. Computer literacy including Microsoft Office Suite, financial systems and software and the internet is required. Strong interpersonal written and verbal communication skills and an ability to read, understand and interpret legislation as it pertains to the governance of property taxation for the Municipality. An equivalent combination of education, training and experience may be accepted.

CONDITIONS OF EMPLOYMENT:

May be required to work beyond the normal hours of work.

Remuneration Range: \$29.61 - \$37.00 per hour working a 35 hour work week plus a comprehensive benefit package.

Applications must be received no later than Tuesday April 2, 2024 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type Hourly

Apply Now