

Manager of Taxation, Procurement & Risk

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the Manager of Taxation, Procurement & Risk position. We look forward to your application!

Core Responsibilities

- Administer municipal property tax billing, collection, reconciliation, and adjustments in accordance with the Municipal Act, 2001.
- Oversee tax roll maintenance, liaising with MPAC and managing tax registration, PIL properties, and remittances to the County and School Boards.
- Monitor tax arrears and lead the tax sale process for delinquent properties.
- Provide timely and accurate reporting on taxation revenue, arrears, and projections.
- Manage the Township's corporate insurance program, including claims coordination, insurance renewals, and loss prevention strategies.
- Liaise with insurance brokers, legal counsel, and internal departments to ensure adequate coverage and effective risk management.
- Develop and implement procurement policies in alignment with the BPS Procurement Directive and municipal by-laws.
- Lead tendering, RFPs, RFQs, and vendor negotiations to ensure value-for-money and fair competition.
- Train and advise staff on procurement practices, process compliance, and legal responsibilities.
- Monitor and analyze trends in taxation, insurance, and procurement to identify improvements and mitigate risks.
- Coordinate collaborative procurement initiatives and manage the Township's procurement card program.
- Support budgeting, variance analysis, and audit preparation through accurate financial reporting and forecasting.

Experience

- Minimum 5 years of progressive experience in municipal finance, property tax administration, and public procurement within Ontario
- Proven experience with property taxation under the Municipal Act and financial reporting in the public sector.
- Experience managing procurement processes, contracts, and vendor relationships in a municipal environment.
- Familiarity with risk and insurance administration, including claims and loss prevention.

Qualifications & Skills

- Strong verbal and written communication abilities for preparing reports, presentations, and correspondence with elected officials, staff, and the public.
- Post-secondary degree or diploma in Finance, Accounting, Public Administration, Business, or a related field.
- Completion of the Municipal Tax Administration Program is required.
- CPA designation is an asset.
- Strong knowledge of Ontario municipal legislation (Municipal Act, Assessment Act, BPS Procurement Directive).
- Proficiency in financial systems and Microsoft Office Suite, particularly Excel.
- Excellent organizational, analytical, and communication skills with a high level of attention to detail.
- Ability to manage competing priorities and make sound decisions under pressure with minimal supervision.

Salary

\$43.05 - \$50.36 / hour

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "**Manager of Taxation, Procurement & Risk**" addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to hr@ramara.ca. Please be advised, this posting will remain open **until July 31, 2025**, at 4:30 p.m.

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.