



Town of Erin
Community Services

Tax Administrator

Job description and duties are currently under review

Business Unit: Finance

Position Title: Tax Administrator

Reports To: Director of Finance

PURPOSE OF POSITION

Reporting to the Director of Finance, the Tax Administrator is responsible for collecting and processing tax revenue and tax collection functions. The Tax Administrator key responsibilities include: pre-authorized payment plan administration; preparing and processing of tax write-offs pertaining to Minutes of Settlement from Assessment Review Board decision; generate and prepare of tax billing cycles; processing tax payments; monitoring and following up on major collection of accounts; liaise with Municipal Property Assessment Corporation and the County of Wellington Property Tax Analyst Assessment and coordinates assessment base management. Provides customer service to any property tax matters. Administrates the sale of land for tax arrears registration process in accordance with the *Municipal Act* legislation.

Position Requirements

Education

- Post-secondary diploma in Finance, Real Property Administration, Business or related field
- Professional accreditation as a Certified Municipal Tax Professional from the Ontario Municipal Taxation and Revenue Association (OMTRA), completion of the Municipal Tax Administration Program (MTAP)

Experience

- Minimum 5 years' experience in a senior municipal property tax position (government experience preferred.)

Skills

- Excellent knowledge and proficiency of computer taxation system (Keystone preferred);
- Working knowledge of Microsoft Office including Excel spreadsheets and Word;
- Knowledge of municipal taxation, Municipal Act, Assessment Act, and other related legislation;
- Sound understanding of municipal revenues and appropriate financial accounting;
- Working knowledge of Ontario Property Tax Analysis (OPTA) system and Municipal Connects (MPAC);
- Superior organizational and time-management skills to manage conflicting priorities and deadlines;
- Excellent problem solving and conflict resolution skills;
- Superior public relations and customer service skills;
- High level of initiative and ability to work under pressure with constant interruptions;
- Excellent communications skills;
- Strong ability to work as a team member within the Finance Department and Corporate environment;

Major Responsibilities include but are not limited to the following:

- Responsible for leading tax billing and tax collection functions;
- Coordinates and ensures municipality's assessment base is up to date and maximizes tax revenues and minimize loss of assessment through appeals;
- Administers assessment changes and Assessment Review Board appeals;
- Calculates and processes assessment apportionments and balance adjustments for Minutes of Settlement;
- Prepare and reconcile adjustment reports for audit files;
- Liaise with Municipal Property Assessment Corporation and the County of Wellington Property Tax Analyst Assessment;
- Administers tax collection process to ensure municipal tax collection objectives are met;
- Administers tax arrears registration process in accordance with the *Municipal Act* legislation;
- Maintain knowledge of current legislative and judicial/quasi-judicial decisions and tax policy issues
- Advises residents with assessment and tax appeals processes;
- Provide assistance and advice to taxpayers related to provincial tax incentive programs i.e. CLTIP, Farm Tax incentive, and Managed Forest Rebate;
- Responsible for billing and collection of Payment in Lieu of Property Tax (PILT);
- Processing payments and prepares deposits related to tax collection;
- Calculates taxes based on tax rates;
- Maintains related records for all taxation transactions;
- Prepares monthly tax bank and sub-ledger reconciliations;
- Co-ordinates electronic data interchanges with bank and mortgage companies;
- Maintains the Tax Roll including ownership changes, name changes, and assessment adjustments are current and correct;
- Provides customer service excellence by responding to ratepayer questions related to tax billing and collection process, complaints, and requests for tax information;
- Commissioner of Oaths for the purposes of certifying documents and a Sub Divisional Registrar for the purpose of issuing burial permits;
- Other duties as assigned by the Director of Finance;

Working Conditions and Environment

- This incumbent in this position will be working out of the Town offices.
- The foregoing represents a reasonable statement of the requirements of this position.
- This position is for a 35-hour a week position.
- Normal office hours are 8:30am-4:30 pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours.

Interested applicants may submit their resumes to HR@Erin.ca. Resumes will be accepted until 4:30 pm on **December 18th 2020**

The foregoing represents a reasonable statement of the requirements of this position.

Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.