



The TOWNSHIP of
NORTH DUMFRIES

EMPLOYMENT OPPORTUNITY

Property Tax Collector

If you're an experienced individual who is looking for a new career opportunity and challenges within a growing Municipality, then we invite you to consider joining the Township's Corporate Services Department. In North Dumfries you will find a career opportunity where you can be part of a Team of professional staff where a diversity of responsibilities exist.

The Township of North Dumfries is seeking applications for the position of **Property Tax Collector**.

The Township of North Dumfries is situated in the southern part of Waterloo Region, straddling the Highway 401 corridor adjacent the Cities of Kitchener and Cambridge. Due to our locational attributes, the Township of North Dumfries is poised for residential growth where development is already underway for the planned population of an additional 6,000 residents and over 2,300 new employment positions by 2031.

Reporting directly to the Treasurer/Director of Corporate Services, the Property Tax Collector will have the overall responsibility for processing the Township's property tax billings. The duties of the Property Tax Collector are outlined in a job description available on the Township's website: www.northdumfries.ca

The ideal candidate will possess the following qualifications:

- Completion of OMTRA's municipal tax administration program
- Post secondary education in accounting or business with a good working knowledge of standard accounting practices and collection techniques.
- Demonstration of excellent interpersonal communications, customer service, and organizational / time management skills.
- Sound judgement, conflict resolution, excellent analytical and decision making skills, are key attributes of the incumbent

The Township offers a competitive salary range of \$62,025.60 to \$77,532 on an annual basis for the Property Tax Collector position. Wages will be determined through the experience and qualifications of the selected candidate.

Submit resumes with cover letter before **4:30 pm. on Tuesday December 10, 2024** to:

Christina Brox,
Treasurer / Director of Corporate Services
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0
cbrox@northdumfries.ca

If you need an accessible format, please email ddonald@northdumfries.ca or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection.



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JOB DESCRIPTION

Property Tax Collector

Reports To: Treasurer/Director of Corporate Services
Supervises: None
Department: Corporate Services
Division: Finance

Position Overview:

Reporting to the Treasurer/Director of Corporate Services, this position is responsible for the Township's property tax billing and collection processes. The position provides back-up coverage for payroll processing. The Property Tax Collector assists the Director with implementing and administering objectives and policies of programs in accordance with Council directives and as required by the *Municipal Act* or other applicable legislation associated with the property taxes.

A. KEY ROLES AND RESPONSIBILITIES

1. Prepares and coordinates the Township's property tax system including billing, collection and delivery of property tax bills.
 - Maintains accounting and related records for all taxation transactions in the Township, including new and supplementary assessment; taxation affected by budget and legislative changes; tax adjustments and write-offs and ensuring accuracy of same.
 - Calculates and records annual property tax levies in the municipal system and calculates taxes payable according to the Tax Levy By-Law and Ontario Regulations
 - Organizes the mass mailing of tax bills in accordance with the schedule adopted by Council.
 - Prepare invoices for payments in lieu of taxation (PILs) annually.
 - Reconcile and balances all tax accounts, both revenue and receivable accounts monthly, including PILs.
 - Calculates and applies interest and penalties according to the Fees and Charges By-law.
 - Attends to collection of tax arrears through mail, telephone and personal contact with ratepayers, arrangement of payment plans and required procedures under the Municipal Act, 2001

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- Prepares lists of tax arrears and outstanding taxes.
- Under the supervision of the Treasurer, sets up controls for accounting transactions for all property taxation in the Township. Monitors and documents all controls.
- Assists in the preparation of notices to be delivered with tax bills and arrears notices and co-ordinates for inclusion in mailings, publication in media or posting on web site.
- Updates Township website with accurate information regarding property taxation and collection.
- Verifies tax payments, issues receipts and balances current and outstanding tax arrears.
- Prepares changes to tax accounts (supplemental, write-offs, vacancy rebates, charitable rebates, etc.).
- Manages/supervises the pre-authorized payment plans for taxes, as well as payments made by mortgage companies.
- Prepares tax verifications and tax certificates and maintains accurate records of ownership, address and mortgage changes.
- Deals, on a daily basis, with taxpayers to address their problems, concerns, inquiries and to assist them with appeals, etc.
- Maintains appropriate confidentiality with regards to property tax accounts.
- Monitors the assessment roll to ensure new construction or property changes are correct and current.

2. Budget

- Support the Treasurer/Director of Corporate Services in budget preparation, providing taxation and assessment information required to develop the budget;
- Review of Taxation Revenue accounts on a monthly basis in order to provide analysis to meet budget projections.

3. Backup/Support for Processing of Payroll including:

- Collect, verify and process payroll for hourly and salaried employees, as required
- Calculate hours, compute and process payroll deductions, as required
- Post payroll journal entries in general ledger as required

4. Assist the Treasurer/Director of Corporate Services with the preparation and reconciliation of audit working papers for taxation, school board payables, and regional payables for external audit and assist the Auditor for other items as requested to expedite year end processes. Assists with tax sections of the annual Financial Information Return (FIR) as required.

5. Provide back up for all staff in Finance and at the front counter, as required during absences of staff, as determined by the Treasurer/Director of Corporate Services.

6. Maintain up to date knowledge of legislation, regulations, policies to support policy and program development, and participates in the Division's policy / program projects as assigned.

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7. Analyzes and evaluates policy / program information and data in support of the Division's workplan, as assigned.
8. Performs other duties as assigned, in accordance with Departmental, Divisional or Corporate objectives.
9. Assists with cash receipt process including all property tax payments received.
10. Assist with bank deposits, including taking deposits to local bank branch as required.
11. Consults with stakeholders, the general public and external agencies and organizations as part of the discharge of duties and tasks.
12. Records and balances Regional and School Board Tax Payable accounts with the general ledger and prepare a cheque or e-transfer request to forward the funds.
13. Assists with records management and filing.
14. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, and practices relating to the functions of the department in order to maintain professional competency.
15. Performs other related duties, as assigned, in accordance with Departmental, Divisional or Corporate objectives.
16. Performs duties as assigned under the Township's Emergency Management Plan.

B. SKILLS AND QUALIFICATIONS

1. Post secondary education in accounting or business with a good working knowledge of standard accounting practices and collection techniques.
2. Prior experience in a related field with a minimum of 5 years' experience working with Municipal Taxation and Finance.
3. Knowledge of computerized municipal accounting software, specifically Ontario Property Tax software.
4. Knowledge of Microsoft Dynamics and Diamond Municipal Software is considered an asset
5. Advanced skills with Microsoft Excel and proficient with Microsoft Office 365 suite of products.
6. Through working knowledge of municipal finance related legislation. /regulations including the Municipal Act, Assessment Act and regulations and all applicable Acts associated with carrying out the duties of the property tax collection, including Municipal By-laws.
7. Ability to work effectively with members of council, staff and the public
8. Excellent customer service skills
9. Strong analytical skills to identify business processes, identify risks and to evaluate the solution options

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- 10. Completion of Municipal Tax Collectors/Administration Course.
- 11. Certified Municipal Tax Professional (CMTP) considered an asset
- 12. Possession of a valid Drivers' License and access to a vehicle.

C. WORKING CONDITIONS

- 1. The position works in an office environment. It has weekly and monthly deadlines.
- 2. Due to proximity to the front counter, regular public traffic cause interruptions in activities that require concentration.
- 3. Opportunity exists for stressful interaction with members of the Public in payment of amounts owed to the Township.
- 4. This position has the ability to participate in the Township's hybrid work policy.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Salary Grade: Grade 7 [Fulltime]

Regular Work Week: Monday to Friday, 35 hours / week
Overtime may be required around deadlines.

Prepared & Approved By: 

Andrew McNeely,
Chief Administrative Officer

Date: Nov 22/24