

THE CORPORATION OF THE TOWN OF COCHRANE

Job Title:	Tax Clerk
Department:	Administration
Location:	Town Hall – 171 Fourth Avenue
Immediate Supervisor:	Director of Corporate Services
Salary and Benefits:	As per Collective Agreement
Hours of Work:	As per Collective Agreement

Job Summary:

- ◆ Responsible for Municipal taxation levies, balancing and reconciliation to the financial system. Answer property related inquiries and ensure the integrity of the property tax information by performing various maintenance activities as they relate to payments, arrears, property severances, ownership changes and assessment changes.

Essential Duties and Responsibilities:

- ◆ Calculate and produce interim and final tax billings for the Municipality according to municipal legislation. Calculate and update the property tax system and General Ledger as it pertains to supplementary billings, write-offs, penalty and interest calculations as well as tax adjustments.
- ◆ Process levy adjustments according to legislation.
- ◆ Prepare and mail arrears notices for delinquent tax accounts and make follow up calls as necessary. Maintain collections efforts through transfers to taxes, arrears notices, pending tax sale notices and tax sale registration procedures.
- ◆ Perform and maintain tax registration procedures according to Municipal Act Legislation. Report to the Director of Corporate Services on the status of such properties.
- ◆ Balance the property tax module to the general ledger on a monthly basis as well as annually.
- ◆ Liaison with the Municipal Property Assessment Corporation (MPAC), Ontario Property Tax Analysis (OPTA) as well as other financial and government agencies.
- ◆ Preauthorized payment processing and mortgage listings.
- ◆ Ontario Home Renewal Plan (OHRP) – collection of amounts owing, reconciliation of bank statements. Provincial year-end reporting and remittances.
- ◆ Calculate and remit School Board levies quarterly and reconcile yearly
- ◆ Maintain the GIS mapping details through email communication of severances and legal description changes
- ◆ Maintain data integrity of legal descriptions and assessment base.

Back up to other positions in the office, assist with reception duties and general inquiries and other duties as required

Desired Qualifications

- ◆ Business Administration diploma in accounting with a minimum of three years' progressive responsible experience in municipal administration environment with specific knowledge of the Municipal Act as it relates to property taxation; or experience, education and training that would provide the level of knowledge and ability required for the position through a recognized Municipal Tax program.

Necessary Knowledge, Skills and Abilities

- ◆ Bilingualism both written and oral in French and English will be considered an asset
- ◆ Knowledge of iCity/Vadim Property Taxation Software an asset
- ◆ Knowledge of the Municipal Act as it pertains to property taxation
- ◆ High degree of confidentiality required
- ◆ Proficient in the use of computer software (Microsoft Office, Word and Excel), calculator, photocopy machine, fax machine, telephone and other related office equipment.
- ◆ Strong interpersonal, communication, organization and public relations skills.

Tools and Equipment Used

- ◆ iCity/Vadim, Property Taxation, Microsoft Office, Adding Machine and other various office machines and equipment

Physical Demands

- ◆ Long periods of sitting and working with a computer
- ◆ Normal office conditions

Other

- ◆ The statement contained in this job description reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of the responsibilities. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the workload.