



<b>Job Title:</b>	<b>Tax Collector (Non-unionized Permanent Full-time)</b>
<b>Last Revised:</b>	<b>March 1, 2018</b>
<b>Department:</b>	<b>Treasury</b>
<b>Reports to:</b>	<b>Director of Finance/Treasurer</b>

**PURPOSE OF THE POSITION:**

Reporting to the Treasurer/Director of Finance, the Tax Collector is responsible for maintenance of the tax roll and administering the collection of property taxes and charges levied on the tax accounts.

**KEY DUTIES AND RESPONSIBILITIES:**

- Provides the Treasurer with monthly reports of taxes receivable. Organizes, posts and balances the tax roll at the end of each month.
- Processes tax payments, calculates penalties and interest on a monthly basis according to procedures outlined in the Tax By-Law and the Municipal Act, receives and post payments and issues receipts where applicable.
- Explains the taxation procedure to the public and assists them in understanding how the system works and how and why penalties and interest are calculated. Contacts residents with outstanding taxes and provide alternate payment methods.
- Ensures that the necessary revisions have been made to the assessment roll and related records. Maintain accurate records of ownership, address and mortgage changes.
- Prepares and plans the necessary requirements for the interim and final billing for the preparation of tax bills and their mailing to ratepayers. Prepares and processes calculation of supplementary charges and the preparation of those tax bills.
- Prepares and processes taxation changes to the tax roll resulting from assessment, budget and legislative changes, tax adjustments and write-offs.
- Prepares reports on tax arrears and outstanding taxes, prepares tax arrears notices, verifications and tax certificates.
- Assists with the tax registration procedures by providing relevant information to the Treasurer and applying the applicable charges/notations on the accounts.
- Responds to inquiries from property owners, lawyers and others, related to assessment, and taxation matters including local improvement and area rate charges.
- Prepares entries for NSF cheques and overpayments, property tax refunds and disputed accounts.
- Ensures that all local improvements and area rates to be added to the final tax billing are promptly entered into the system.
- Processes tax write-offs according to procedures and ensure that all records are changed accordingly.

- Acts as back-up for preparation and delivery of outgoing mail when required.
- Performs other duties as assigned by the CAO/Clerk and Director of Finance/Treasurer.

**POSITION QUALIFICATIONS:**

- Strong organizational skills to prioritize work load and perform tasks without direct supervision.
- Good knowledge and use of office equipment including computers, calculators, photocopiers, postage machines, telephones and other similar equipment.
- Proficient in Microsoft Office and experience with a municipal accounting software program.
- Good verbal and written communication skills, in both English and French.
- Interpersonal skills to deal efficiently and effectively with members of council, staff and with the general public to provide information regarding all aspects of municipal operations as required.

**OTHER REQUIREMENTS:**

- Valid class G driver's license
- Willingness to work flexible hours as required including some evenings and weekends.
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

**ACCESSIBILITY:**

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.

**SALARY RANGE:** \$47,313 to \$55,620