



JOB POSTING – TAX COLLECTOR
(Non-unionized Permanent Full-time)

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:

- 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.
- Performs other duties as assigned by the CAO/Clerk and Director of Finance/Treasurer.

SALARY RANGE: \$47,313 - \$55,620

A full job description, including the skills and knowledge required for these positions can be found on our website at www.northglengarry.ca. **Closing date: February 22nd, 2019 at 4:00pm**

To apply please submit your resume and cover letter to:

Kimberley Champigny, Director of Finance/Treasurer
Township of North Glengarry
90 Main Street South
Alexandria, ON K0C 1A0
Fax: 613-525-1649
Email: treasurer@northglengarry.ca

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

The Township of North Glengarry is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance.