

POSITION TITLE:

Tax Collector.

DEPARTMENT:

Corporate & Protective Services / Finance.

TITLE OF IMMEDIATE SUPERVISOR:

Reports to the Manager of Finance.

STATUS/HOURS OF WORK:

This position is non-union, full-time. The normal working week is composed of 35 hours.

PURPOSE OF POSITION:

1. To perform the statutory duties of the Collector under The Municipal Act.
2. To manage the collection (taxes and other charges) system to obtain maximum revenue at minimum cost and inconvenience to the public.
3. To assist the Manager of Finance when required.

RESPONSIBILITIES:

1. Responsible for the administration of all elements in the collection (of tax and other revenue) systems to obtain maximum revenue yield at minimum cost and inconvenience to the public.
2. Prepares the tax levy by-laws in draft form.
3. Collection of taxes – billing for interim, final, supplementary and write-off of taxes.
4. Responsible for property tax and accounts receivable, such as drains, marriage licences, building and demolition permits. Tax billings also include local improvements, special charges and debentures.
5. Responsible for the analysis of property assessment changes, such as ARB appeals and MPAC decisions.
6. Supplementaries and write-offs such as PRANS, Section 357 application thru the Municipal Act. Collection of all cash receipts, reconciliation and bank deposits.
7. Balancing of the returned Assessment Roll; track building permits to ensure all supplementals are billed; balancing assessments to interim, final and supplementary tax billings.
8. Acts as a liaison with MPAC to maintain up to date records, such as legal descriptions, ownership changes or mailing addresses. Act as administrator of Municipal Connect thru MPAC.
9. Customer Service – handling of all cash receipts and appropriate journals; assisting taxpayers with applications with basic assessment inquiries; lawyer inquiries; mortgages company inquiries.

10. Cash Handling – bank deposits at the bank, as well as Cheque-Pro with the Royal Bank. Processing online/telephone banking, electronic transfers, pre-authorized payments to the bank.
11. Reconciles taxes sub-ledger with general ledger and bank monthly.
12. Develops collection policies and procedures; consults with affected departments to ensure that property tax local improvements and other charges i.e., weed control, licences and fees, are applied consistently.
13. Makes arrangements with delinquent taxpayers to encourage payment of delinquent accounts, i.e., online/telephone payments, etransfers or pre-authorized payment plan.
14. Recommends the use of the tax arrears procedure (Tax Registration) under the Municipal Tax Sales Act to register properties in arrears of taxes, in the name of the Corporation.
15. Prepares the year-end reconciliation of revenue accounts; recommends tax write-offs.
16. Maintains the collector's roll and updates the collection files.
17. Issues Tax Certificates and Septic Certificates.
18. Provides quarterly and year end reports to Council and Manager of Finance on the status of the taxation and collection systems.
19. Maintains cash journal to record the receipt and disbursement of general corporate funds. Completes bank deposits for funds received by the Corporation; maintains record keeping procedure to document banking procedures.
20. Prepares all accounts receivable invoices for various items and Township services and maintains accounts receivable information and records. Monitors receivable accounts and follows up on past due accounts.
21. Accounts payable and payroll backup.
22. Assists the Manager of Finance with the preparation and reconciliation of audit working papers for external auditors. Inputting information into the FIR Schedules as needed.
23. Maintains petty cash fund and record keeping procedure to document banking procedures.
24. Assists Deputy Treasurer with drainage - preparing all notices, reports for drains, tendering of new drains, Provisional By-laws, Actual cost by-laws for all construction and maintenance drains.
25. Assists Deputy Treasurer with billing of all new construction and maintenance drains, and coding of drainage cost levies for collection on the Tax Roll and coding of all tile loans issued by the corporation.

WORKING RELATIONSHIPS:

With Manager of Finance: receives direction on policy matters; may refer extremely complex operational questions.

With Other Staff: exchanges information, provides operational assistance as required.

With the Public: provides for the enforcement of collection procedures; deals with tact and firmness.

IMPACT OF ERROR/CONTROL:

Errors could result in substantial financial impact on the Corporation. Legal liability for some information produced. Cause of unfavourable public relations and possible inequitable treatment of some taxpayers. Tax Collector Maintains appropriate confidentiality with regards to property tax accounts.

General direction is provided by the Manager of Finance and procedures are also governed by Provincial legislation.

KNOWLEDGE AND SKILL:

Municipal administration training and experience. Working knowledge of various legislation as it relates to the performance of the collection function (Assessment Act, Municipal Act, Municipal Affairs Act, etc.) Judgement, tact, good public relations and communications skills, neatness and accuracy in recording also required.

QUALIFICATION REQUIREMENTS:

A Certificate from the Municipal Tax Administration Program (as offered by the Association of Municipal Tax Collectors of Ontario).

A minimum of three years relevant experience in a municipal setting or accounting environment.

College Diploma in commerce or business/public administration with an emphasis in accounting and property taxation.

AMCTO Municipal Accounting & Finance Program (MAFP) considered asset.

APPLICATION PROCEDURE:

Please submit your cover letter and resume in PDF format by **5:00 p.m. on Thursday, January 9, 2025**. The Township of Zorra would like to thank all applicants, but only those selected for an interview will be contacted.

Jenna Gallman
Financial Services Clerk
Email jgallman@zorra.ca

The Township of Zorra is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the Township if you require accommodation.

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.