



The Township of Zorra is seeking a TAX COLLECTOR

The Township of Zorra is a fast-growing, mixed rural/urban community with a population approaching 9,000. Zorra is located in the heart of south-western Ontario and offers a high quality of life and abundant recreational opportunities. Zorra prides itself on being an employer of choice and strives to engage a workforce that is inclusive, diverse and focused on customer service. In addition, Zorra offers progressive and flexible work policies, including a four-day work week.

Reporting to the Manager of Finance/Treasurer, 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 include:

- 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.
- Provides Customer Service and explains the taxation procedure to the public. Assists the public in understanding how the tax system works and how and why penalties and interest are calculated. Contacts residents with outstanding taxes and provides 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.

Visit the Township of Zorra website (www.zorra.ca) to view the full job description. The annual salary range for this position is \$69,069 - \$84,721 (step 7 range) and is based on a 35-hour work week. Zorra also offers a comprehensive employee benefit plan and participation in OMERS.

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 being an employer committed to diversity and inclusion and 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 & Protective Services at clerk@zorra.ca or 519-485-2490 ext. 7228.