



The Town of South Bruce Peninsula
invites applications for the position of

Tax Clerk

2023 Salary Range \$55,981 to \$65,477

Reporting to the Deputy Treasurer, the successful applicant will be responsible for all aspects of the tax billing and receivable function for the municipality.

Duties involve:

- Generating tax bills and arrears notices in accordance with legislation
- Processing all supplementary tax bills and write-offs in a timely manner
- Receiving tax payments, preparing deposits and posting them to the General Ledger
- Preparing electronic deposits for transmission and submitting to financial institutions for monthly and installment preauthorized payments.
- Preparing tax certificates
- Preparing general correspondence for ratepayers relative to tax queries and to Tax Collection Policies and Procedures
- Processing ownership and address changes
- Maintaining mortgage company information
- Tracking tax payment returned items for disposition
- Responsible for all month-end procedures relative to taxes
- Communicating with property owners whose accounts are in arrears and discussing appropriate payment arrangements.
- Serve as point of contact for public, lawyers, ratepayers. MPAC for tax related inquires, including ownership changes, account errors
- Administering and promoting the Pre-Authorized Payment Plan Options and EBilling for property taxes
- Providing general back-up support for counter, phone, correspondence and inquiries

Candidates must have excellent oral, written and organizational skills and an understanding of accounting principles. Clerical experience and proficiency in Microsoft Office are required. Preference will be given to candidates who have two years experience in a municipal setting, possess post secondary education (minimum two-year diploma) in an accounting or finance program, and are familiar with Great Plains ERP software. Enrolment in the AMCT MAP program would be an asset.

A copy of the complete job description is available upon request and on the Town website.

Resumes with cover letters will be received by the undersigned until noon on Friday, September 29 2023.

Michael Humble
Director of Financial Services/ Treasurer
Town of South Bruce Peninsula
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The Town of South Bruce Peninsula is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants for their interest but only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.