



EMPLOYMENT OPPORTUNITY

The Town of Pelham Corporate Services Department is now accepting applications for the following position:

Taxation Clerk (Temporary Contract)

Reporting to the Director of Corporate Services/Treasurer, the Taxation Clerk is responsible for the execution of all aspects of the municipality's tax revenue. This includes preparing and calculating the tax budget and rates, tax and drainage billings, collections, monthly reconciliations, analysis and reporting. This position performs the duties of the tax collector in accordance with the *Municipal Act*.

What You Will Do:

- Maintain tax revenue system including billings, collections, and analysis required for both internal and external reporting
- Prepare and calculate yearly tax budget and tax rates
- Prepare and review routine journal entries such as receivables in accordance with Public Sector Accounting Standards, and prepare year-end taxation working papers
- Complete financial information return (FIR) schedules for taxation and related receivables
- Calculate taxes related to capped billings as regulated by the *Municipal Act*. Prepare all information and documentation required for Bill 140 with the Ministry of Finance by using the O.P.T.A system
- Maintain all tax master accounts and related general ledger accounts, ownership changes, mortgage company changes, etc.
- Respond to all tax correspondence and tax related inquiries. Retrieve information and records
- Process tax adjustments, write-offs and supplementals resulting from severances, improvements to property, class changes, assessment review board decisions, section 357 & 358 of the *Municipal Act* and minutes of settlement
- Calculate and prepare tax rebates for charities, vacancy rebates for commercial and industrial properties and other tax relief programs, according to the bylaws
- Issue notices of outstanding taxes on a regular basis. Follow up on undeliverable tax bills and correspondence by contacting ratepayers, lawyers, etc.

- Correspond with Realtax Inc to register properties with 2+ years arrears, coordinate taxes sale, prepare related documentation, and sales deeds. Prepare related documents and work with Superior Court of Justice staff, if required
- Maintain files for pre-authorized payment plans and process monthly
- Provide tax information to Solicitors and banks. Record billing information for accounts receivable
- Provide information regarding taxes, assessments and budget estimates, etc. to various government agencies and boards throughout the year such as the Region and school boards
- Coordinate, implement and reconcile Town assessment rolls
- Calculate revised taxes and contact lawyers regarding adjustments made on closings. Set up new tax accounts as required due to severances and new subdivisions, etc.
- Using drainage spreadsheets, calculate drainage bills, grant applications, reconciliations and add unpaid amounts to taxes
- Meet with residents to negotiate payment on past due accounts and form payment agreements. Monitor payment agreements to ensure terms are met
- Calculate the community improvement grant estimates for agreements, monitor grant and tax accounts and determine amount for reimbursement
- Calculate and reconcile payments in lieu of taxes
- Act as the ActiveNet super user responsible for training new staff and troubleshooting any finance related issues
- Other duties as assigned

What We're Looking For:

- Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role
- Diploma in Accounting, Finance, Business Administration, or related field
- 5 years' experience in a similar role
- Municipal Tax Administration Recognition of Achievement through Ontario Municipal Tax and Revenue Association, or willing to obtain
- Municipal Administration Program – Association of Municipal Clerks & Treasurers of Ontario is considered an asset
- Exceptional customer service skills and the ability to negotiate payment plans with residents
- Strong organizational and time management skills, and attention to detail



What's In It For You:

- A competitive salary ranging between **\$65,917 to \$77,114** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required.
- Option to enroll in the OMERS pension plan
- Work-life balance with our hybrid work environment
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Resumes may be submitted directly to the Manager of People Services at hr@pelham.ca by 4:30pm on **Friday, January 31, 2025.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments

In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.