

JOB DESCRIPTION



Section I

Title :	Taxation Analyst and Collector
Service :	Finance
Immediate supervisor :	Robert Kehoe
Title of immediate supervisor:	Director of Finance and Economic Development
Date :	November 4, 2015

Section II

Position summary

Primarily responsible for the preparation and issuance of interim and final property tax bills. The incumbent also reviews the City's assessment base and ensures the accuracy of the assessment roll for property taxation purposes.

Oversees the collection of all tax arrears and interacts and builds partnerships with key personal or other relevant stakeholders of Municipal Property Assessment Corporation (MPAC) and the consultants of Municipal Tax Equity (MTE Consultants Inc.). Distributes funds to all school boards and the upper tier government that have been collected for them during the years.

Section III

Responsibilities

1. Prepares interim and final tax billings;
2. Manages mortgage companies inquiries and payments;
3. Protects and enhances the City's assessment base;
4. Performs annual review of assessment roll to identify anomalies in assessments with respect to classifications, values, dates and timeliness;
5. Reviews annually new Registered Plans, new construction and send to MPAC those required to be assessed;
6. Reviews and analyzes all supplemental tax changes;
7. Follows-up annually with MTE and UCPR regarding the tax capping program;
8. Prepares and files with MPAC the City's assessment appeals by the statutory deadline;
9. Identifies the City's assessment growth market trends, errors and anomalies and correspond with MPAC to confirm actual growth to the assessment base;
10. Prepares and reviews local improvements and municipal drain invoices ;
11. Meets taxpayers in arrears and develop with them, a plan to reimburse their taxes ;
12. Prepares estimates of supplementary assessment, payment-in-lieu of taxes, assessment appeals and write offs for budget purposes ;

13. Oversees the tax sale process for properties in arrears over three (3) years in accordance with legislation (*Municipal Act, 2001, C25*) ;
14. Develops policies and procedures as it relates to tax legislation ;
15. Reviews tax legislation and advise management on implications to the City;
16. Prepares all year-end working papers related to taxes including the cancellation of taxes for UCPR and School Boards;
17. Completes tax schedules for the Financial Information Return (FIR) Provincial return;
18. Ensures compliance with all relative provincial legislation relating to property taxes ;
19. Performs other related duties as assigned.

Section IV

Required Skills

1. **Required Education:** Completion of College Diploma in accounting or a University Degree in Administration option accounting; Successful completion of the *Municipal Tax Administration Program* would be an asset;
2. **Experience:** three (3) to five (5) years of finance experience. Experience in the municipal assessment and tax environment would be an asset;
3. **Professional Certifications :** Associate member of the Institute of Municipal Assessors (AIMA), Chartered Professional Accountant (CPA) or Ontario Municipal Taxation and Revenue Association (OMTRA) would be an asset ;
4. **Skills and expertise requirements :**
 - Excellent communication skills, both written and verbally in French and English
 - Comprehensive knowledge of municipal finance-related legislation/regulations including the *Municipal Act* and *Property Assessment and Taxation Act*
 - Clear understanding of all aspects of municipal taxation
 - Knowledge of the tax sale process
 - Exceptional communication and interpersonal skills with an emphasis on customer service
 - General knowledge of municipal administration and accounting
 - Advanced skills with MS Office (Excel, Word, Outlook)
 - Knowledge of VADIM software would be definite asset
 - Ability to work independently as well as in a team environment and to prioritize to meet inflexible deadlines
 - Possess Criminal Records Check with acceptable results to the City of Clarence-Rockland.

Section V

Particularities of the position

- Normal hours of work are 35 hours per week, Monday to Friday, 8:30 a.m. to 4:30 p.m.
- Overtime will be required from time to time

Section VI

Issues / Challenges

- Physical demands require considerable sitting and computer usage. Work is conducted in an office environment with some exposure to criticism from the public.
- Work requires complete confidentiality and discretion due to the sensitive nature of personal financial matters related to outstanding tax accounts.




Section VII

Human Resources Management

Employees coordinated / supervised directly and indirectly (full time): 1

Employees coordinated / supervised directly and indirectly (part time): 0

Section VIII

Approval Process	Name	Initials	Title	Date
Job Description revised by:	Christiane Bolduc		Treasurer	October, 2015
Job Description revised by:	Robert Kehoe		Director of Finance	October 2015
Description approved by:	Helen Collier		Chief Administrative Officer	October, 2015