

JOB DESCRIPTION

POSITION:	PROPERTY TAX CLERK		
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543059
HOURS OF WORK:	33.75	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Property Valuations & Administration, this position will be responsible for receiving tax payments by mail, reviewing, verifying payments and issuing receipts when required. Primary duties include the billing of additional charges that are added to the tax roll and ensuring that tax and general inquiries by telephone, at the counter or via email are responded to in a timely manner. Occasionally batches tax remittances slips and cheques, addresses and balances tax payments and forwards for processing. Inputs and retrieves tax information, prepares documents and forms such as billings, invoices for accounts, corporate searches, calculates penalties, interests, etc. for taxes. Makes required journal entries regarding balances to the new tax roll number. Additional duties include maintaining follow up system for post-dated cheques, mailing out tax statements, taxing demands, and notices to taxpayer, typing items such as tax statements, memos, directives, and tax demands and assisting the public in the preparation of documents and forms such as tax appeals, tax statements, etc. Performs tax web-site and voicemail updates. Maintain amiable relations with the public and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post-secondary education from a Community College or University in Accounting or Finance, or Ontario Ministry of Education equivalencies;
- Must have over six (6) months of experience in a computerized accounting office environment;
- Must be capable of working without detailed direction or close supervision and able to interpret written instructions;
- Must possess excellent interpersonal skills and be capable of dealing with the general public;
- Knowledge of the Municipal Act as it relates to property taxation is considered an asset;
- Enrolment in the Municipal Tax Administration Program considered an asset;
- The physical demands analysis associated with this job indicates a light level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.