

JOB DESCRIPTION

POSITION:	TAX REGISTRATION CLERK		
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543075
HOURS OF WORK:	33.75	GRADE/CLASS:	0.13
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Revenue & Collections, this position will perform administrative duties pertaining to the collection of property tax arrears and registration of Tax Arrears Certificate on properties for non-payment of taxes in accordance with the Municipal Act and the City of Windsor documented policies and procedures. Contacts delinquent taxpayers by phone or by mail regarding tax arrears payments. Where appropriate, initiates title searches, informs all interested parties such as mortgage holders of account status and lawyers as may be required. Coordinates, via the issuance of Tax Arrears Certificates and Tax Arrears Cancellation Certificates, registrations on title of properties. Types and prepares forms, letters and journals such as notices, treasurer's declarations, tax arrears certificates, title searches, voucher preparation, ownership and mailing address forms, etc. Regularly retrieves information from the computer. Creates and maintains manual and electronic files and follows up on items such as payment plans, post-dated cheques, taxpayers making payments on their own and registered property notices (280 days), extension agreements, etc. Prepares and provides information such as statements, spreadsheets and 2 year and/or 5 year payment plans as required; Enrolls taxpayers in pre-authorized payment plans; The 2-year or 5-year payment plan; Facilitates on-line payments; and accepts payments such as certified cheques, money orders, bank drafts, and lawyer's cheques. Responds to general and specific tax inquiries by phone, email, fax or in person at the counter as required. Prepares and mails out 2-year, 3-year or greater than 3 year property tax arrears template letters and Statutory Notices on registered properties via registered mail as required. Reviews and investigates non-sufficient funds returns and takes appropriate action. 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 two (2) years of post secondary education in Accounting or Finance from a Community College or University or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in credit investigations and the collection of accounts receivable or property taxes;
- Must have advanced experience in the Microsoft Office Suite of Products particularly Word and Excel;
- Must have excellent communication skills;
- Working knowledge of the Municipal Assessment, and Tax Sales Acts and other statutes relating to the collection of outstanding accounts would be considered an asset;
- Enrolment and/or completion of Association of Municipal Tax Collector courses from a Community College or University would be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary 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.