



## The Corporation of the Township of Hamilton

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JOB TITLE	Tax Clerk
DATE UPDATED	2018
DIVISION/DEPARTMENT	Finance
REPORTS TO	Treasurer

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### **Job Summary**

Reporting to the Treasurer, the Tax Clerk is responsible for the maintenance and supervision of all tax records. The Tax Clerk is responsible for the tax function including all statutory duties required by the Municipal Act and all related Acts and performs all duties as per past practices.

### **Key Responsibilities and Accountabilities**

#### Property Tax Billings

- Prepare taxation by-laws for Interim and Final levies for the Treasurer to review and for Council consideration
- Prepare, print, sort and mail the Interim and Final property tax bills
- Prepare, print, sort and mail property tax Reminder Notices 3 to 4 times per year, or as required
- Prepare, print, sort and mail Supplemental/Omitted property tax bills as required
- Prepare Payment-in-Lieu taxation to be billed to the appropriate government agencies

#### Property Tax Adjustments

- Process and manage all property tax adjustments and write-offs including:
  - Section 357/358 applications including reports to Council and contacting OPTA when required
  - Minutes of Settlement
  - Post Roll Amended Notices

- Advisory Notices of Adjustment
- Tax Incentive Approvals
- Vacancy Rebate applications
- Process any tax adjustments necessary, including:
  - NSF tax payments
  - Penalty/interest adjustments
  - Transfers from one account to another
  - Preparing refunds
  - Other miscellaneous adjustments as required

#### Collection of Tax Arrears

- Prepare quarterly listing of arrears and outstanding taxes
- Interview and make repayment arrangements with taxpayers in arrears
- Arrange tax sales as necessary in full cooperation with the Treasurer

#### General Maintenance of Tax Records

- Balance the property tax sub ledger accounts to the General Ledger accounts on a monthly basis
- Calculate penalties and interest on a monthly basis according to procedures outlined in the tax by-law and the Municipal Act
- Close the tax sub ledger at Year End and open the new year's tax sub ledger
- Import new assessment information yearly into Great Plains
- Maintain all mortgage company records
- Maintain all pre-authorized payment plans
- Prepare and process pre-authorized payments and forward to the bank for processing
- Update taxpayer address changes in Great Plains, the roll book, and notify MPAC
- Update ownership changes in Great Plains and the roll book in accordance with transfer documents from lawyers and the bi-weekly Municipal Sales Listings
- Confirm and verify severance information to SCIFs from MPAC
- Maintain local improvement charges and district/area charges on tax accounts
- Maintain properties with charitable rebates as required

#### Customer Service

- Respond to telephone, email and walk-in questions from taxpayers
- Prepare and verify tax certificates as requested by various lawyers and mortgage companies
- Prepare tax statements for taxpayers as required
- Respond to inquiries from lawyers and mortgage companies
- Provide information to taxpayers regarding tax incentive programs

### Other Duties

- Assist with opening and closing of front counter
- Perform daily systems backups and alert IT with any problems
- Assist with municipal elections as required
- Provide relevant material to auditors as required
- Order supply of garbage tags from the County on a monthly basis
- Pickup and deliver mail at the post office as required
- Take bank deposits to the bank as required
- Provide receptionist relief for both telephone inquiries and walk-ins as required
- Provide backup to the receptionist for posting incoming payments (including tax, water and miscellaneous)
- Record and forward vital statistics to the Office of the Registrar General
- Make updates as needed to the website's Treasury page
- Perform other ad hoc duties as needed

### Academic/Educational Requirements

- High school diploma or equivalent
- Post secondary education in Accounting, Bookkeeping or a related field
- Municipal Tax Administration Course through OMTRA (Seneca College)

### Skills/Experience Requirements

- 2-3 years of related experience in tax collection including sales
- Previous experience in tax sales, completing bank deposits, managing cash, posting and balancing
- Working knowledge of General Accepted Accounting Principals and bookkeeping
- Computer proficiency in standard office software including MS Office, Microsoft Great Plains and email/internet applications
- Strong organizational and time management skills
- Exceptional customer service, interpersonal and communication skills

### Reporting Relationship

- This position reports to the Treasurer and has no direct reports.

### Working Conditions

- Exposure to some disagreeable working conditions including long periods of sitting, frequent interruptions and exposure to potentially upset ratepayers
- Comfortable office environment