



Township of Hamilton

Tax Clerk (contract)

The Township of Hamilton is a rural/urban community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto next door to Cobourg. With a population of 11,000, the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfronts and tourism. The Township is currently seeking a contract Tax Clerk (12-18 months).

Reporting to the Treasurer, the Tax Clerk will coordinate the tax billing and collecting process, ensuring the collection of tax accounts receivables owing to the Township. This position also maintains tax records, i.e. assessment roll changes, mailing address and ownership updates and communicating changes to MPAC.

The Tax Clerk will manage all write-offs and supplementary taxation, payment-in-lieu taxation, charitable rebates and other miscellaneous invoicing including vacancy rebates and capping. This position also provides back up for posting and balancing water bills and other payments received through the mail and at the front counter.

The ideal candidate will have post secondary education in Business/Commerce or Accounting, complemented by a thorough knowledge of municipal taxation, assessment practices and procedures, including the Municipal Act, 2001 and municipal finance operations/administration in general. A minimum of 2-3 years of relevant experience is required.

A complete job description is available on the Township website at www.hamiltontownship.ca

Interested applicants are invited to submit a cover letter and resume no later than 12 noon on April 27, 2018 to:

Attention: Human Resources, P.O. Box 1060, 8285 Majestic Hills Drive, Cobourg, ON, K9A 4W5
Fax: 905-342-2818 E-mail: hr@hamiltontownship.ca

Accessibility accommodations are available. Applicants must advise Human Resources of any requirements if contacted for an interview.