



JOB POSTING
Tax and Property Assessment Clerk
Temporary Full-time (up to 18 months)

Why Choose Loyalist for Your Next Great Career Opportunity? Our team is passionate about providing excellent customer service to the residents we serve. We also like to have fun while accomplishing great things for our residents and our internal customers! Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do you have to offer as a Tax and Property Assessment Clerk? You have a baseline of knowledge about property tax administration and property assessment processes. You are interested in expanding your accounting knowledge and skills within the Township. You excel at providing taxpayers and your co-workers with exceptional customer service experiences. You are good at managing difficult conversations and know how to use tact and diplomacy in resolving issues. You are dedicated, reliable and value accuracy and productivity. You aspire to grow as a member of the Loyalist Township team and contribute to a great work environment.

Loyalist Township invites applications for this temporary full-time position, which is covered by the CUPE Local 2150 Collective Agreement.

File No: 2023-10 Tax and Property Assessment Clerk
Hours: 35 hours per week
Rate: \$32.40 per hour (2022 Rate) (90% during first three months)
Closing: April 2, 2023, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



JOB DESCRIPTION

POSITION TITLE: TAX & PROPERTY ASSESSMENT CLERK

DEPARTMENT: CORPORATE SERVICES

REPORTS TO: TREASURER

CATEGORY: TEMPORARY FULL-TIME

UPDATED: MARCH 2023

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan by supporting attainment of the Mission: "To provide support and services that promote a prosperous quality of life for residents, the business community and visitors, through the effective delivery of services and governance, while maintaining economic and environmental sustainability".

Under the direction of the Treasurer, the Tax & Property Assessment Clerk is responsible for providing excellent customer service to the taxpayers by responding to and resolving inquiries in a timely and professional manner. The position is responsible for billing, collection, reconciliation and balancing of assessment and property taxes. As part of the Finance Team within Corporate Services, the role also provides support to Accounting Clerks.

MINIMUM QUALIFICATIONS

- Minimum two years post-secondary education in Business Administration – Accounting, or related field.
- Completion of the Municipal Tax Administration Program with Ontario Municipal Tax and Revenue Association (OMTRA) is a strong asset; in the alternative, must be willing and able to complete program.
- Minimum two years working experience in a municipal tax and assessment position preferred.
- An equivalent combination of educational qualifications and work experience may be considered.
- Successful completion of the Municipal Accounting and Finance Program with AMCTO is an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of municipal property assessment and assessment-base management
- Knowledge of Provincial Legislation and Regulations and Township By-Laws and Policies, which govern municipal taxation and property assessment.
- Proficient with databases and Microsoft Office products and ability to adapt quickly to new software; experience with Municipal Connect, Ontario Property Tax Analysis, CityWide, and Geographic Information System (GIS) would be considered an asset.

- Excellent interpersonal skills with a proven ability to communicate effectively (orally and in writing) with a wide variety of individuals in a courteous and competent manner and ability to resolve issues in a professional manner, using effective de-escalation techniques.
- Attention to detail with a high degree of accuracy while managing competing priorities and timelines.
- Basic knowledge of general office procedures and practices, with good organizational and keyboarding skills.
- Able to work with minimal supervision and take initiative to assist others and contribute to improving processes.
- Able to maintain confidentiality.
- Able to provide a satisfactory criminal record.

DUTIES AND RESPONSIBILITIES

- Prepare and process information for computerized tax bills including preparing and sending Mortgage Listings.
- Process property tax-related transactions.
- Respond to correspondence and telephone inquiries with respect to property tax information.
- Maintain property tax database including additions, deletions, address or name changes, rate changes, receivable adjustments, etc.
- Prepare monthly reports and entries to record Property Tax System entries in the General Ledger and subsequent balancing to the General Ledger.
- Record payment of taxes owing on Township owned properties as a charge to internal accounts.
- Ensure all tax-related accounts are up-to-date and reconciled to general ledger monthly.
- Prepare year end working papers/account analysis supporting the FIR and annual financial statements for tax revenues, payments in lieu of taxation, local improvement charges, right of way levies and receivable accounts.
- Process Section 357/358 Applications for reduction of taxes, after the assessment change has been approved by the Municipal Property Assessment Corporation (MPAC).
- Process minutes of settlement, advisory notice of adjustment, tax incentive approval, assessment review board settlements.
- Prepare documentation and Council reports to authorize tax levy bylaws, tax sale registrations, tax write-offs and rebate adjustments.
- Prepare Supplemental/Omitted Tax Billings and Apportionments Severances Consolidations Information Forms.
- Prepare and issue Tax Certificates.
- Administer property tax rebate programs, as provided for under Municipal Act – including charity rebate, vacant unit rebate, and seniors tax rebate.
- Prepare notice of rent reduction letters, annually, if required.
- Regular follow-up of all delinquent accounts including reminder notices, telephone and mail contact, and ultimately, proceeding with collection of outstanding taxes through various methods, including Extension Agreements or Tax Sales to ensure collection of outstanding amounts.
- Administer Pre-Authorized Payment Plans for monthly and installment programs.
- Balance and update Assessment totals on the Tax Roll to agree with Provincial Hard-Cover Assessment Roll.
- Balance and update Online Property Tax Analysis (OPTA) including final tax rates and service area rates.
- Send notifications of mailing address changes and death notices to MPAC monthly.

- Monitor variances in assessment resulting in communication with MPAC.
- Prepare Payment in Lieu of Taxes application for Federal and Provincial properties for Director's review and submit application and monitor for collection.
- Prepare quarterly and reconcile year end levy payments for Upper Tier and School Boards.
- Provides back-up for accounting clerk responsibilities as required.
- Other duties as assigned.

WORKING RELATIONSHIPS

Internal

Daily communication with Corporate Services team members; Occasional communications with other Township employees, Council

External

Daily interaction with Township taxpayers and interested parties including Real Estate Agents, Lawyers, Appraisers, and Lenders, Municipal Property Assessment Corporation (MPAC)

WORKING CONDITIONS

Normal office environment working conditions apply. May be seated for long periods (3-4 hours).

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.