



## VACANCY POSTING

<b>POSTING #: CUPE-2022-15</b> <b>Posting Period: March 10 – 28, 2022</b>	<b>EMPLOYEE GROUP: CUPE LOCAL 4700 (Haldimand)</b> <b>POSITION STATUS: Temporary Full-Time (until approximately December 31, 2022)</b> <b>Hours worked per week: 35</b>
<b>Position: Tax Clerk</b> <b>Grade: 4</b> <b>Wage Range: \$21.855 - \$25.300 (January 2022)</b>	<b>Department / Division: Financial &amp; Data Services / Finance</b> <b>Location: Cayuga, ON</b>

### WE ARE HIRING!

We at Haldimand County are looking for an analytical and dedicated self-starter individual who is passionate about finance and accounting to join our Financial & Data Services team!

At Haldimand County, our diverse team of responsive and dedicated professionals are committed to providing our citizens with high-quality services making our County a great place to work and live.

Joining our team opens the door to a rewarding career as we strive to support the long-term health and well-being of our employees, families, and communities. We are a strong believer in encouraging our employees to contribute to meaningful work that makes a positive difference within our community.

Our dedication to work/life balance, remote work options, flexible working hours, wellness programs, employee recognition programs, competitive salaries, and benefits are a few of the reasons why you should join us today!

If you want to become a leader in your field and take your career to new heights, let's talk and build something great.

### PURPOSE OF POSITION:

Reporting to the Supervisor of Accounting Services, the incumbent will:

- undertake a variety of duties relative to the generation and receipt of revenues through property taxes and other fees and charges
- respond to inquiries concerning Property Taxes and Accounts Receivable
- assist in the preparation of journal entries, account analysis, reconciliation and working papers;

### EDUCATION & EXPERIENCE

- Grade 11 plus an additional vocational program of up to one year, or Grade 12 graduation (with business options such as accounting, mathematics), or equivalent

PLUS

- over one year, up to and including two years current related experience and orientation, training & adjustment to the job itself

Or equivalent to the above.

**KNOWLEDGE & SKILLS REQUIRED:**

- Good reading, understanding, writing and mathematical skills are required for this position.
- Good customer service / public relations skills required along with proven ability to deal effectively with ratepayers, Regional Assessment Office, legal profession, etc.
- A valid Driver's licence

**COMPUTER EXPERTISE:**

Level 3 - The incumbent must possess introductory and intermediate level computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their:

- proven ability to apply essential functions of desktop software to create simple spreadsheets, documents,
- send and receive emails,
- use Internet for research,
- file management
- and/or require introductory to intermediate knowledge of department or division-specific software to accomplish job tasks

***Accountabilities / Tasks***

**Include, but are not limited to, the following:**

- Assist with tax billing process and issuing reminder notices
- Process tax account adjustments
- Process tax certificates and other related tax duties.
- Process tax payments including posting of same
- Assist with setting up Preauthorized Payments for property taxes
- Assist with Tax Sale Process
- Answer, advise, assist, analyze tax inquiries received from lawyers, ratepayers and County staff
- Process name, address and legal changes on tax accounts that are received from legal profession and MPAC
- Process and monitor property assessment base information received from Assessment Review Board
- Assist in depositing daily receipts at local branch of Haldimand County's bank
- File information in both hard copy and electronically to ensure it is available and current
- Set up new accounts/files, record and catalogue files for central filing / retention
- Prepare change documents to be sent to MPAC to ensure that property status information is current and correct
- Assist with Accounts Receivable billing and collection
- Perform a variety of accounting tasks such as preparing journal entries, account analysis, reconciliations and working papers
- Provide back up to Accounts Receivable Clerk & Customer Service Representative, as required.
- Provide customer service at the front counter as required
- Provide input into the development of appropriate Accounting Services policies and procedures / forms
- Undertake projects / tasks as assigned from time to time.

**All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

<b>This position requires:</b>	
- a current (within the past 6 months) Police Check	<b>YES – OPP LE 219 or equivalent</b>
- a pre-hire physical	<b>NO</b>
- COVID-19 vaccine (must be fully vaccinated)	<b>YES</b>

**County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.**

## **AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

*As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.*