



Administration
Revenue and Taxation Coordinator
Permanent – Full Time (35 hours/week)

Department: Administration
Division: Finance
Reports To: Director of Finance/Treasurer
Starting Date: May 2024

Offering both a small urban and a rural countryside experience, North Middlesex is home to 6,700 residents and growing! We are a community of abundant talent, rich history, natural beauty, and bountiful resources. Working within our Strategic Plan, to lead, live and invest in a dynamic, inclusive community, and committing to our values of Community, Integrity, Innovation, Collaboration and Stewardship.

Position Summary

Reporting to the Director of Finance/Treasurer, the Revenue and Taxation Coordinator is responsible for overseeing all collections and payment processing related functions for Property Taxation and Utility Billing. Responsible for overall Service Ontario Operation.

Qualifications and Experience

Education (degree/diploma/certifications)

- Post-secondary education in a business-related program
- MTAP Certification
- Advanced computer skills including accounting/financial software.
- Good verbal communication skills
- Good interpersonal and customer service skills
- Good analytical and problem-solving skills.
- Good organizational and time management skills
- High level of confidentiality
- Detail oriented.

Experience

Minimum of Two (2) years of experience in a related field; commerce, accounting, or finance.
Preferred - two (2) years of experience in a municipal environment, more specifically in the taxation department.

Skills and Abilities

- Demonstrated ability to use reliable judgment and maintain confidentiality.
- Detail oriented and ability to compile, audit, verify, and research information and data.
- Sound analytical problem solving and reasoning skills in order to identify alternative solutions, conclusion or approaches to problems.
- Exceptional communication skills (written and verbal and presentation)
- Ability to work independently and as a team member.
- Must have strong work ethic and be able to maintain standards of conduct and provide leadership, direction, and motivation to staff in a consistent and fair manner.
- Excellent customer service and interpersonal skills.
- Strong organizational skills with a demonstrated ability to prioritize, coordinate work schedules, handle multiple projects and competing demands and meet deadlines.

Note: As a condition of employment, the incumbent must provide a successful criminal and vulnerable persons screening and background check.

Hours & Conditions of Work

Normal work hours are Monday – Friday with some occasional work required on evenings and weekends.

What we Offer:

- Compensation: \$66,130 – 77,364
- Comprehensive health and dental benefits
- Participation in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee Family Assistance Program
- Ongoing training and development

Submission of Application:

<https://www.northmiddlesex.on.ca/careers>

Closing Date: May 10, 2024 – 4:30 p.m.

A complete position description can be viewed on the North Middlesex Website. We thank all candidates in advance. However, only those candidates selected for an interview will be contacted.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.