

CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET JOB DESCRIPTION

TITLE: Tax Clerk
SERVICE: Finance Department
SUPERVISOR: Treasurer

FUNCTION SUMMARY

Under the supervision of the Treasurer and the Deputy Treasurer, the Tax Clerk performs all operations required for the billing of taxpayers' accounts and in accordance with provincial and federal laws, policies, and municipal by-laws.

DUTIES AND RESPONSIBILITIES

1. PROGRAM/SERVICE

- Print and forward tax bills according to the deadlines set out in the Act, policies, and by-laws.
- Calculate supplementary and cancelled taxes, submit to the Deputy Treasurer, and follow up with taxpayers.
- Calculate adjustments for land parcels and submit to the Deputy Treasurer for verification.
- Calculate monthly interest (taxes and services) on delinquent accounts and send reminder notices.
- Update the information on the pre-authorized debit accounts and submit the information to the Deputy Treasurer according to the payment dates.
- Produce and send reports to mortgage companies following the billing.
- Prepare tax arrears certificates.
- Calculate and prepare invoices, code the various revenues according to the chart of accounts and make entries in the GL cash register.
- Regularly verify the tax accounts receivable, examine any irregularities, report to the Deputy Treasurer, and make any necessary adjustments.
- Record address changes on tax accounts, user fees, assessment roll register and forward information to MPAC.
- Balances cash and prepares petty cash reimbursement form, prepares bank deposits and makes deposits at the bank branch.
- Assist the Water and Sewer Clerk with billing transmissions and account adjustments (transfers, interest cancellation, etc.).

- Assist the Water and Sewer Clerk in maintaining the water and sewer billing schedule, checking defective water meters, and providing support.
- Take over at the reception desk during the absences of other employees in the department.
- May be called upon to assist in the implementation of emergency measures.
- Perform any other related duties as assigned by the Treasurer or Deputy Treasurer.

2. HUMAN RESOURCES

None.

3. FINANCIAL RESOURCES

None.

4. MATERIAL RESOURCES

- The physical resources are: a computer, a printer, a telephone, a fax machine, a photocopier, a stamper and a folder/insertor;
- The employee is responsible for the materials and equipment assigned to him/her by the municipality.
- The incumbent shall ensure the confidentiality of all documents transmitted to it in accordance with applicable laws, regulations, and policies.

SKILLS AND EFFORT

5. KNOWLEDGE/EXPERIENCE

- Post-secondary diploma or equivalent.
- A minimum of two (2) years experience in a similar position.
- Knowledge of public administration.
- Ability to interpret laws, regulations and accounting principles applicable to the department and the municipality.
- Training and experience in municipal finance, administration, or accounting.
- Knowledge and use of software (Word, Excel, VADIM, etc.).
- Able to communicate in French and English (orally and in writing).
- Demonstrate the ability to work under tight deadlines at times.

6. PHYSICAL AND MENTAL EFFORTS

- This position does not require any physical effort on the part of the incumbent.
- Regular, short periods of mental concentration.
- Dexterity to check accounts, prepare invoices.

7. JUDGMENT

Work is performed under the direction of the Treasurer in accordance with established guidelines, procedures, and policies. The incumbent exercises judgment:

- By respecting the priorities established to meet work deadlines.
- Ensuring that accounts and reports are produced and submitted within the prescribed time frames specified by regulations, policies, and legal requirements.

8. PEOPLE SKILLS

The incumbent will demonstrate interpersonal skills in interacting with supervisor, co-workers, employees, departmental and agency representatives, and suppliers.

Communicate with:

- Regular contact with people throughout the internal organization.
- Regular contact with outsiders by mail, telephone or both, representatives, clients served and the public.

WORKING CONDITIONS

9. ENVIRONMENT

The work is done in an office.

10. CONTROL OF WORK SCHEDULE

The incumbent may be required to work overtime in order to meet deadlines.