



Job Description – Revenue Coordinator

Position Summary:

The Revenue Coordinator administers the Township's property tax collection, through effective and timely billings, collection and management of outstanding amounts. The position is also responsible for the accounts receivable function for the Township. The position works closely with members of the public in person as well as via telephone and e-mail to answer questions related to property taxes and resolve outstanding issues.

Immediate Supervisor:

Manager of Financial Services / Deputy Treasurer

Directly Supervises:

N/a

Duties and Responsibilities:

- Provides verbal and written information and explanation in response to inquiries from customers including taxpayers, Council, lawyers, realtors, mortgagors, businesses, etc. through various contact channels such as in person, telephone, email.
- Collects, balances, posts, and distributes accounts receivable invoices/ payments for all municipal revenues.
- Prepares and mails tax notices, statements, and arrears notices following all legislated protocols.
- Provides assistance to the public on complex inquiries, adjustments of refunds on tax including historic research and prepares summary report/correspondence/follow up.
- Negotiates satisfactory payment arrangements with property owners on complex tax arrears properties.



- Processes ownership changes, maintain mortgage company records, pre-authorized payments, tax adjustments, and refunds as required.
- Prepares and issues Tax Certificates.
- Assists with the upload of MPAC assessment information to the municipal tax system including year-end returned roll and assessment changes and levy calculation for supplementary rolls.
- Inputs tax rates, local improvements, drainage assessments and charges into the Township's financial system.
- Provides data and necessary back up documents and explains variances to auditors as required.
- Co-ordinates all tax registration and tax sale files including initiating final notices, farm debt review advisement, registration of tax arrears certificate, first notice, statutory declaration, registration of cancellation certificate, final notices to interested parties, advertising requirements, sale of land procedures, Treasurer's statements, deed preparation, payment and notice of payment into the Court.
- Participates in all aspects of tax sale proceedings including tender preparation and proofing, advertisement preparation and assists the Treasurer during tax sale to verify deposit amounts and record first and second tenderers.
- Responsible for preparing /making bank deposits and balancing cash float following established accounting procedures.
- Responsible for preparing invoices on behalf of various departments.
- Responsible for the issuance of statements on past due accounts receivable and the required follow up.
- Analyses assessment rolls for inconsistencies and communicates with MPAC.
- Prepares monthly and year end working papers and balance to the general ledger.
- Other duties as assigned.



Education, Experience and Qualifications:

- Completion of post-secondary education in Finance, Business Administration, Accounting, or equivalent combination of education, training, and experience.
- Municipal Tax Administrative Program (MTAP) considered an asset, or a willingness to complete.
- Two years of experience in accounting, cash handling, customer service and financial software, ideally in a municipal environment, is preferred.
- Working knowledge of current acceptable accounting practices and principles.
- Detailed knowledge and experience of municipal property taxation in Ontario.
- Demonstrated ability to use reliable judgment and maintain confidentiality.
- Superior attention to detail and a high degree of data entry accuracy.
- A self-motivated, highly organized individual with excellent communication and interpersonal skills for dealing with the public.
- Must possess strong critical thinking and problem-solving skills.
- Must be capable of multi-tasking and working with minimal to no supervision.
- Proficient in the use of office related software, including Word, Excel, and accounting software.
- A valid Criminal Record Background Check is required.

Working Conditions:

- Involves daily contact with the public, including handling complaints of a financial nature, which may result in emotionally charged situations.
- Involves mental / visual concentration and light physical exertion.



- Working environment contains the usual risks or discomforts of sitting for long periods of time; no special safety precautions are required.