



SMITHS FALLS

RISE AT THE FALLS

CL587461_0307

The Town of Smiths Falls

Requires One (1) Full-Time

Tax Collector/Accounts Receivable

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US border.

The Town provides a high quality and affordable life for its residents, with beautiful heritage buildings, two theatres, a charming downtown, and world-class museums and recreational facilities. Enjoy our thriving cultural scene with live music, foodie finds, a local brewery, and dozens of community events – all at the heart of the Rideau Canal, Ontario's only UNESCO World Heritage site and a gateway to the region's abundant lakes and waterways.

The Town is accepting applications for one (1) full time Tax Collector/Accounts Receivable. Under the direction of the Treasurer, you will form part of a team in our Finance Department.

TAX COLLECTOR DUTIES:

- Maintenance of the Collector's Roll
- Prepares the Town's property tax billing system including billing, collection and delivery of tax bills.
- Maintains accounting and related records for all taxation transactions in the Town (including new and supplementary assessment; taxation affected by budget and legislation changes; tax adjustments and write-offs and ensuring accuracy of same).
- Calculate and apply interest and penalties.
- Ensure transfer of assessment from SAS CD to Collector's Roll on a yearly basis
- Prepare supplemental tax billings, charitable rebates, vacancy rebates and grants in lieu
- Maintain tax accounts current, including updates on property, owner, tax status, mortgage collection status and other information as required
- Maintain and process pre-authorized payment plans.
- Process collections of taxes
- Process approved Assessment Review Board Decisions
- Process approved applications for tax adjustments as per legislation i.e. Minutes of Settlement, Supps/Omits, Write-offs, Vacancy applications etc.
- Assist the public with inquiries related to the assessment roll and tax accounts handling such in a confidential manner
- Calculate and record annual tax levies in the municipal system and calculate taxes payable according to the levy bylaw and Ontario Regulations
- Maintain written records as to response to collection letters/reminders
- Monthly balance tax G/L accounts to tax ledger
- Research and creates tax certificates.
- Monitors the assessment roll to ensure new construction or property changes are correct and current.
- Assist Auditors with tax account inquiries as well as preparation of information as required to assist in reducing audit time

ACCOUNTS RECEIVABLE DUTIES:

- Process and record accounts receivable transactions, ensuring that invoices are correctly coded and approved
- Process returned cheques and reconcile on a monthly basis
- Works with other staff to ensure integrity and consistency of account receivable data entries
- Reconciles the AR subledger to the general ledger on a monthly basis
- Balance and keep the AR summary up-to-date for all departments
- Responsible for following up on unpaid invoices for all departments and informing the responsible Director/Manager when attempts to collect are unsuccessful
- Reconcile AR to general ledger for year-end auditing purposes
- Reconcile external billing systems to general ledger
- Assist with annual and special audits by ensuring accounts receivable records and associated accounting information are available when needed

The successful applicant will possess:

- Minimum 2-year post-secondary education
- Minimum 4 years prior related work experience
- Completion of Municipal Tax Administrators Program
- Computer literacy and general knowledge in accounting
- Good public communication skills and ability to work with confidential information

Qualified applicants are invited to submit their resume by Thursday March 21, 2019, at 4:00 p.m., to Lynda McKimm, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at lmckimm@smithsfalls.ca

We thank all applicants for their interest in our position; however only those selected for an interview will be contacted.