



Position Description TAX COORDINATOR

Position Information

Position Title:	Tax Coordinator
Department:	Financial Services Department
Reports To:	Director of Financial Services (Treasurer)
Hours of Work:	Monday to Friday office hours
Date Completed:	March 30, 2022
Date Revised:	August 15, 2025

Reason for Submission

New Position:	
Change in Responsibilities:	X
Other (specify):	

Position Summary

The Tax Coordinator administers and carries out the billing, collection, and maintenance of property tax accounts, ensures compliance with legislation, and supports assessment and tax sale processes with the support of the Finance Clerk. The role also responds to public inquiries and liaises with MPAC to resolve assessment issues. In addition, this position is responsible for lottery licensing, supports municipal grant programs and assists with financial reporting, reconciliations, and audits as required.

Key Accountabilities

Taxation

- Coordinate and carry out the billing, collection, and adjustment of property taxes in compliance with legislation and Township by-laws, including installment and pre-authorized payment plans.
- Ensure timely updates to property ownership, address, and mortgage records, and process roll changes and supplementary assessments. Monitor overdue accounts, issue arrears notices, and coordinate the tax sale process in accordance with applicable legislation. Prepare bank deposits, reconcile collections, and maintain financial tracking tools to ensure revenue integrity.
- Liaise with MPAC to review and resolve property assessment discrepancies and conduct ongoing analysis to support accurate taxation.
- Track and monitor Township Building Reports to assess timing, values and addition to property assessment rolls.
- Provide accurate, professional responses to questions from property owners, legal representatives, and the public regarding assessments and tax-related matters.

- Oversee enrollment, maintenance, and reporting of the Township's preauthorized-payment programs to support efficient and timely payments.

Key Performance Indicator:

- *Demonstrates consistent accuracy and attention to detail when issuing tax bills and processing adjustments.*
- *Prepares and distributes arrears communications that are clear, correct, and compliant with legislation.*
- *Provides clear, accurate, and respectful responses to inquiries from the public and stakeholders.*
- *Provides concise annual or as needed updates with respect to property assessment adjustments and changes in legislation indicating how such adjustments and changes affect the Township's property tax revenue stream.*

Finance Administration

- Manage the Township's lottery licensing program in accordance with the Alcohol and Gaming Commission of Ontario (AGCO) regulations.
- Proactively investigate potential grant programs and funding opportunities, presenting relevant information and recommendations to the Director team to support municipal initiatives.
- Assist in tracking and managing grant milestones and deadlines. Provide guidance and support to staff to ensure compliance with funding agreements, timely completion of required reports, and accurate financial documentation.
- Assist in the preparation and dissemination of timely, accurate financial information, including reports, statements, worksheets, and other documents, to the Finance Department and internal stakeholders.
- Oversee accounts receivable activities ensuring timely invoicing, accurate record-keeping, and effective collection of outstanding payments.
- Prepare general ledger postings, account reconciliations, and month-end financial analyses for review with the Treasurer.
- Monitor and maintain the integrity of the Chart of Accounts, ensuring consistency and accuracy in financial reporting formats and classifications.
- Provide support to the Treasurer in all aspects of the year-end audit, including account analysis, reconciliation, preparation of audit working papers, and statutory financial reporting (e.g., FIR, MPMP).
- Adhere to the Township's Health and Safety policies and procedures, and uphold the standards outlined in the Employee Code of Conduct.

Key Performance Indicators:

- *Provides accurate and timely financial information as requested.*
- *Supports community organizations with lottery licensing processes and reporting in professional manner while adhering to legislation in timely fashion.*
- *Supports other departments with grant program information, tracking and reporting.*
- *Supports and assists department counterparts in team environment.*
- *Demonstrates awareness of personal responsibility for Health and Safety and that of public and co-workers.*

Knowledge, Skills & Experience

Education	<ul style="list-style-type: none"> • Post-secondary education in Finance, Business Administration, Accounting or a related field. • Sound knowledge of accounting and economic principles and practices including financial planning and budget variance analysis. • Completion of the Municipal Tax Administration Program (MTAP) is considered an asset; willingness to obtain the certification will also be considered.
Experience	<ul style="list-style-type: none"> • Minimum 5+ years' experience in an office environment in a role with finance related responsibilities with fast work pace and competing demands. • Experience working in a municipal environment is an asset. • Proficient in Microsoft Office (Excel, Word, Outlook), experience with Vadim considered an asset. • Knowledge of Property Tax and Utility Billing by-laws and procedures is considered an asset.
Skills	<ul style="list-style-type: none"> • Demonstrated written and verbal communication skills in dealing with a variety of contacts. <ul style="list-style-type: none"> • Strong team player with well-developed interpersonal skills. • Strong financial understanding. • Strong problem-solving and customer service skills. • Ability to explain complex matters in simple terms. • Ability to prioritize work with the flexibility to respond to changes and urgent demands as needed. • Excellent organizational skills and ability to work well independently and with team counterparts.

Approvals:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approved By: _____
Director of Financial Services (Treasurer)

Approved By: _____
Chief Administrative Officer

Date: _____