

# Temporary Opportunity

(approximately 12 – 18 months)

**Position:** Administrative Support Clerk - Tax  
**Job Posting:** 079-096-2024  
**Department:** Corporate Services  
**Division:** Finance –Tax  
**Status:** Temporary Full Time

**Wage Range:** \$27.61– \$31.36  
**Job Class:** 6  
**Shifts:** 35 hours/week  
**Posted:** November 6, 2024  
**Closes:** November 12, 2024, 4:30pm

## Primary Duties and Accountabilities include, but are not limited to:

- Filing, correspondence and maintaining required legal forms.
- Operational knowledge of regulations, policies and procedures regarding tax sale.
- Prepare required documentation related to tax sale; including listings, notifications, reports, advertising and legal documentation / registrations.
- Conduct title searches as required by the tax division.
- Prepare manual tax bills as required and maintain record of manual tax bills prepared.
- Search tax payments and adjustment records for overpayments; determine correct recipient, produce refund listings for approval of Manager of Taxation, prepare documentation for payments.
- Maintain record retention documentation for the Division.
- Calculate, create and maintain the annual listing and notification required under the Tenant Protection Act. Prepare and mail notices to landlords and tenants.
- Respond to inquiries from lawyers, taxpayers and financial institutions regarding assessment and tax calculations, adjustments, etc., under the Municipal Act, 2001, Assessment Act and other policies as designated by the City or as required by legislation.
- Assist Manager of Taxation with preparation of Charity and Heritage rebates. Prepare accounts payable transmittal slips for refund and correspondence accordingly.
- Receive and track applications for tax relief, vacancy rebates, etc.
- Assist with tax collection procedures in accordance with the corporate collection policy. Calculate tax, penalty and interest balances to determine suitable payment schedule. Maintain and record payment arrangements. Prepare appropriate correspondence.
- Receive undeliverable mail and research necessary files, contacts and other sources to redirect to the proper recipient.
- Uphold confidentiality of taxpayer accounts.
- Monitor inventory of office supplies for the division, prepare requisitions, as required.
- Maintain a thorough knowledge of the City's health and safety policies and procedures.
- Perform other related duties as required.

## Qualifications:

- Community College Diploma in related field; e.g. Accounting/Business, etc., or five (5) years in a relevant position.
- Two years working in an accounting and office administration position, preferably in a municipal environment.
- Computer literacy in a Microsoft environment including Excel, Word and Outlook.
- Knowledge of specific proprietary software; e.g. computerized Accounting systems.
- Knowledge of generally accepted accounting principles and practices.
- Proficient in accounting procedures and mathematical / numerical ability.
- Ability to read, write and communicate to perform the duties of the position.
- Customer service skills.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in a pleasant and professional manner.
- Attention to detail with the ability to process large amounts of transactions with speed and accuracy.
- Work both independently and as a team member
- Working knowledge of Municipal Connect and Teraview, is an asset.

**To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:**

**Email** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)  
**Subject line** 079-096-2024 Administrative Support Clerk - Tax

This position is covered by a collective agreement, CUPE Local 67. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*