Job Vacancy

Position:	Tax Clerk	**Wage Range**:	$28.01 – $31.94
Job Posting:	101-120-2026	**Job Class**:	5
Department:	Corporate Services	**Shifts**:	35 hours/week
Division:	Finance –Tax	**Posted:**	November 20, 2026
Status:	Full Time	**Closes:**	November 27, 2026, 4:30pm

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

- Receive, verify and input all changes to the tax & assessment database for property ownership changes, mailing addresses, legal descriptions, etc. in accordance with government legislation.
- Batch and reconcile tax payments from banks, mortgage companies and multiple code properties.
- Process appropriate interest write-offs for payments made at financial institutions or mailed prior to due date or at month end.
- Maintain financial data and prepare file for bank in the pre-authorized arrears payment plan for taxes that are in arrears. Enroll property owners in the PAP Arrears plan, calculate payment amounts sufficient for property owners to be current within a feasible time frame and reasonable budget for the owner.
- Distribute tax bills, summaries etc. and correspond with mortgage companies and multiple property owners and respond to inquiries via telephone, mail and email.
- Respond to inquiries from lawyers, taxpayers and financial institutions, etc. regarding assessment, tax, under the Municipal Act, 2001, Assessment Act and other policies as designated by the City or as required by legislation.
- Assemble, record, input and balance data such as tax adjustments, returned items, recoverable charges, Court/City Council decisions, payment transfers into computerized tax system. Prepare and maintain adjustment control log and filing system for all additions, deletions, changes and correspondence.
- Check various statistical edit reports and make corrections as necessary. (e.g. credit balances, interest write-offs, etc.)
- Receive petitions for and against local improvements; gather and examine assessment rolls, maps, etc.; create database and prepare local improvement sufficiency reports; compile appropriate correspondence.
- Receive tax certificate requests from lawyers, banks, etc. Investigate tax records to verify legal descriptions, current and arrears tax status; process and sign Tax Certificates on behalf of the City in accordance with the Municipal Act.
- Review tax accounts due to taxpayer inquires for misapplied payments and input payment/adjustment transfers as required.
- Receive undeliverable mail and research necessary files, contacts and other sources to redirect to the proper recipient.
- Maintain tax records and filing system for all source documents to assist in handling tax inquiries.
- Maintain a thorough working knowledge of the regulations, policies and procedures.
- Maintain confidentiality of taxpayer accounts.
- Maintain a thorough knowledge of the City's health and safety policies and procedures.
- Perform other related duties as required.

Qualifications:

- College Diploma in related field; e.g. Accounting/Business.
- Computer literacy in a Microsoft environment including Excel, Word and Outlook.
- Knowledge of specific proprietary software; e.g. computerized Accounting systems
- Working knowledge of General Ledger and Smartlists, is an asset.
- Two years working in a related business or accounting environment; preferably in the public sector.
- Ability to read, write and communicate to perform the duties of the position.
- Hands-on experience with spreadsheets and financial reports.
- Accuracy and attention to detail.
- Aptitude for numbers.
- Organize time to perform the duties of the position and meet deadlines.
- Ability to meet and interact with people in a pleasant and professional manner.
- Work both independently and as a team member.

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

Email	human.resources@cityssm.on.ca
Subject line	101-120-2026 Tax Clerk

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 Integrated Accessibility Standards Regulation, Part III, Employment Standards.*

❖ *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.*