



Tax Collector

Company Description:

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario!

Job Description:

Under the direction of the Director of Financial Services/Treasurer, the Tax Collector is responsible for all duties associated with the billing and collection of taxes and revenues, including the assignment and monitoring of cash-handling duties. Prepares working papers for the year-end audit and various schedules of the Financial Information Return (FIR) and Municipal Performance Measures. Assists in the preparation of the annual operating budgets.

Responsibilities:

- Responsible for all aspects of property tax billing to meet the funding requirements based on the annual budget approved by the Council. This includes issuing interim and final tax bills while ensuring all legislated requirements are met, calculating municipal tax rates for the general levy, and reconciling and balancing assessments.
- Responsible for all other aspects of property taxes. Supplemental and Omit billings are provided monthly by the Municipal Property Assessment Corporation. (April – November). Property tax adjustments relating to property assessment changes and/or property tax accounts. (TIA-Tax Incentive Program-Farm/Conservation Land/Managed Forest, PRAN's – Post Roll Amended Notice, Minutes of Settlement and Section 357 adjustments).
- Process property severance adjustments and billings. Create new tax rolls relating to severances and new subdivisions.
- Mail out letters to property owners when there has been a change in their tax incentive eligibility.
- Advises on assessment-related matters, including assessment at risk and potential revenue losses due to assessment reductions and class changes.
- Responsible for administering preauthorized payment plans for property taxes. Instalment/ten-month and twelve-month plans. Prepare and mail letters to property owners enrolled in the monthly plan. (January & August). Notify property owners by letter of returned payments.

- Process monthly penalty and interest, balance sub-ledger and general ledger.
- Mail out of Property Tax Arrears notices after each tax due date.
- Administers tax registration procedure, as directed by the Director of Financial Services/Treasurer.
- Prepares Property Tax Certificates requested by law firms.
- Provide Property Tax Statements/Annual Property Tax Receipts when requested.
- Prepares reports to the Director of Financial Services/Treasurer & CAO for the Council and by-laws on specific tax-related matters as required (i.e. tax write-offs, tax rates & levies by-law).
- Calculate School Board requirements annually. Prepare year-end reconciliation spreadsheet. Prepare quarterly and year-end remittances for School Boards and County.
- Oversees cash handling and revenues through internal controls and processes. Manages all regulatory and alternate payment systems and processes electronic payment files during peak times and vacations.
- Works with the Drainage Superintendent and Administration and is responsible for the financial requirements under the Drainage Act. Prepares accounts receivable billings for drain maintenance/capital charges to property owners.
- Prepares and processes monthly and year-end adjusting journal entries, prepares assigned year-end working papers for the auditor, and responds to auditor inquiries.
- Updates the Director of Financial Services/Treasurer of relevant information and remains current regarding legislative requirements and changes.
- Maintains and reports to external agencies, such as the Cemetery Trust Fund, the annual Perpetual Care Report and the Elderly Persons Centre (EPC) reconciliation.
- Assist the Director of Financial Services/Treasurer in preparing the yearly Municipal Operating and Capital budgets. (ie. Taxation and payment-in-lieu).
- Assist the County of Middlesex Information Technology Department with financial system updates, scheduled back ups, etc., as necessary.
- Assist with the TOMRMS filing system for the department, including maintenance of Laser fiche workflows and paperless systems.
- Provides County of Middlesex monthly property assessment data reports relating to "Middlesex Geography Network" mapping.
- Conducts municipal banking and internal audit, including bank deposits.
- Performs other duties as assigned.

Note: job description is under review.

Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Minimum Qualifications:

- Post Secondary Diploma/Degree in public accounting, finance, and property taxation at the Community College level or related discipline.
- Chartered Professional Accountant (CPA) designation would be preferred.
- Three (3) to five (5) years in municipal accounting and finance.
- Completion of the Ontario Municipal Tax and Revenue Association (OMTRA) Municipal Tax Administration Program Certificate or equivalent.
- Completion or willingness to complete the Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO) Municipal Accounting & Finance Program (MAFP).

- Excellent analytical and problem-solving skills.
- Computer literate in software programs like Microsoft Office and web business banking software.
- Previous experience in Municipal software, such as Keystone, would be preferred.
- Previous experience working with the Municipal Property Assessment Corporation (MPAC) and their administration website “Municipal Connect,” is preferred.
- Possess excellent communication and interpersonal skills, both oral and written to deal with general public, elected officials and municipal staff.
- Works effectively, both independently and as a team.
- Excellent interpersonal skills, able to communicate effectively both orally and in writing with fellow staff, elected officials and the general public.

What Thames Centre has to offer:

- A competitive salary ranging between \$91,517 to \$103,004 for 2025 with a 35-hour work week.
- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.
- Comprehensive benefits package, along with eligibility to enroll in OMERS pension plan.
- A supportive and collaborative work environment.

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before 6:00 p.m. on **Tuesday, April 1, 2025** to:

Anica Peter, Human Resources Manager
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: apeter@thamescentre.on.ca

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.