

POSITION: TAX ACCOUNTING CLERK**JOB POSTING #:**

DEPARTMENT: Finance
POSTING TYPE: Corporate
POSTING STATUS: Regular Full-time
OF POSITIONS:
SHIFT WORK REQ'D: No

UNION: 543
JOB CODE: 543056
POSITION #:
GRADE/CLASS: 0.10
SALARY RANGE: \$22.60 to \$26.56 per hour
HOURS PER WEEK: 33.75

DUTIES:

Performs clerical and bookkeeping duties to adjust and refund property tax credit balances. Reviews monthly overpayments/credit balance printouts. Searches frequently information by use of computer, microfiche, lawyers, Credit Bureau, by phone, mail, etc., to locate taxpayer (residential and business) to issue refunds and corrections of accounts. Prepares journal entries frequently such as adjustments, transferring funds, etc. Will requisition for refund cheques. Receives and journalizes all returned tax payment cheques from the bank. Prepares and mails out letters notifying the taxpayers of the returned cheque with additional charges. Types items such as tax statement memos. Files and inserts tax arrears statements in envelopes as required. Receives tax payments by mail. Reviews and verifies payments. Batches tax cards and cheques. Will add and balance the payment tapes and forwards to Cashbook Clerk. Responds to general and specific tax inquiries by phone or at the counter. Must maintain amiable relations with the public and fellow staff. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other special projects as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education from a Community College or University in the Accounting field or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in a computerized accounting office environment.
- Must have excellent mathematical skills.
- Must be a responsible and self-directed individual who works well independently and as a member of a team.
- Knowledge of the PROP and PeopleSoft system would be considered a definite asset.
- Enrolment in the Municipal Tax Administration Program considered an asset.

POSTING SPECIFICS:**Posting Period:**

- At 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres.
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on June 18, 2010