

**POSITION: TAX OPERATION CONTROL CLERK****JOB POSTING #:****DEPARTMENT:** Finance**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543065**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.11**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$23.46 to \$ 27.60 hourly**HOURS PER WEEK:** 33.75

### DUTIES:

Responsible to the Manager of Property Taxation & Taxpayer Support will oversee and assist in the clerical duties of the Tax Division to ensure compliance with various municipal Acts and by-laws. Primary duties include Operating the master processing station including the duplo-machine and QSI system. Is responsible to ensure that all tax payments are processed and posted correctly to the Taxpayer's account. This includes over the counter payments, mail in payments, telephone banking payments, as well as payments made at the bank. Contact with external parties to resolve problems relating to tax payments (i.e. banks, lawyers, mortgage companies, business, and the public. Responds to problem situations by phone or at the counter that have not been resolved by the Customer Service Clerks. Responsible to ensure payment processing system is functioning correctly. This involves consultation with the Information Technology Department. Will liaise new procedures/changes to the Customer Service Clerks. This position is responsible to oversee the duties of the cashiers (Customer Service Clerks). Ensures the cashiers are in balance and acts as the first contact person to solve any problems associated with the duties of the cashiers. Also coordinates the duties with respect to scheduling of the cashiers. Coordinates the processing of the mailing of all tax bills including supplemental billing. Prepares bank deposits for pickup. Maintain amiable relations with the public and fellow staff; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Other related duties as required.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years post secondary diploma in Business Accounting from a Community College or Ontario Ministry of Education equivalencies.
- Must have over one (1) year related experience in a computerized accounting environment
- Must have experience handling cash.
- Knowledge of the Municipal Act as it relates to property taxation or enrolment in the Municipal Tax Administration Program considered an asset.
- Must be capable of working without detailed direction or close supervision and able to interpret written instructions.
- Must possess excellent interpersonal skills and be capable of dealing with the general public.

### 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