

**POSITION: TAX & ACCOUNTS RECEIVABLE
COLLECTOR**

JOB POSTING #: 2014-0091

DEPARTMENT:	Finance	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543068
POSTING STATUS:	Temporary Full-time	POSITION #:	00000093
# OF POSITIONS:	1	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$22.60 to \$26.62 per hour
		HOURS OF WORK:	33.75

DUTIES:

Reporting to the Manager of Treasury and Cash Management or designate, is responsible for the collection of realty tax as well as the follow up and collection of corporate accounts receivable. Preparation of detailed Statement of Account and documentation substantiating the claim for the various court actions. Will also be required to follow up the enforcement of judgements and Judge's orders. Will be responsible for preparing written communications to debtors, their agents and/or their solicitors. Follow up on Collection Agency accounts. Performs related duties in respect to tax collections as provided by Municipal and Provincial Statutes. Must complete outside collections in a prompt and efficient manner. Trace returned realty tax demands and notices and perform all duties involving the use of figures with accuracy. Must maintain respect for relations with the public and other employees at all times. Periodically process payments from taxpayers on accounts receivable and property taxes when necessary. Responds to general and specific accounts receivable collection inquiries by phone or at the counter. Will occasionally assist the Customer Service Clerk with answering phones, counter inquiries etc. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus with (1) one year post secondary education in Business from a Community College or University or Ontario Ministry of Education equivalencies.
- OR Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency, combined with ten (10) full-time years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have over six (6) months work experience in direct personal and telephone collection practices.
- Must have working knowledge of Microsoft Office Word and Excel.
- Working knowledge and understanding of related sections in the Municipal Act, Assessment Act and other like statues would be a definite asset.
- Knowledge of accounting procedures and concepts would also be considered an asset.
- Must be capable of working without detailed directions or close supervision.
- Must have superb communication and interpersonal skills.
- Must be able to lift from 2 to 8 lbs.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none"> • Friday, May 9, 2014 at 8:30 AM to Thursday, May 15, 2014 at 4:30 PM • APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none"> • Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none"> • 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: | <ul style="list-style-type: none"> • 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: | <ul style="list-style-type: none"> • By Human Resources on April 24, 2014 |