

POSITION: TAX REGISTRATION CLERK

JOB POSTING #:

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

UNION: 543
JOB CODE: 543075
POSITION #:
GRADE/CLASS: 0.13
SALARY RANGE: \$26.20 to \$30.80 per hour
HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Manager of Treasury & Cash Management performs administrative duties pertaining to the collection of property tax arrears and registration of Tax Arrears Certificate on properties for non-payment of taxes in accordance with the Municipal Act and the City of Windsor documented policies and procedures. Contacts delinquent taxpayers by phone or by mail regarding tax arrears payments. Where appropriate, initiates title searches, informs all interested parties such as mortgage holders of account status and lawyers as may be required. Coordinates, via the issuance of Tax Arrears Certificates and Tax Arrears Cancellation Certificates, registrations on title of properties. Types and prepares forms, letters and journals such as notices, treasurer's declarations, tax arrears certificates, title searches, voucher preparation, ownership and mailing address forms, etc. Regularly retrieves information from the computer. Creates and maintains manual and electronic files and follows up on items such as payment plans, post-dated cheques, taxpayers making payments on their own and registered property notices (280 days), extension agreements, etc. Prepares and provides information such as statements, spreadsheets and 2 year and/or 5 year payment plans as required; enrolls taxpayers in pre-authorized payment plans; the 2-year or 5-year payment plan; facilitates on-line payments; and accepts payments such as certified cheques, money orders, bank drafts, and lawyer's cheques. Responds to general and specific tax inquiries by phone, email, fax or in person at the counter as required. Prepares and mails out 2-year, 3-year or greater than 3 year property tax arrears template letters and Statutory Notices on registered properties via registered mail as required. Reviews and investigates non-sufficient funds returns and takes appropriate action. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation diploma plus two (2) years post secondary education in Accounting or Finance from a Community College or University or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in credit investigations and the collection of accounts receivable or property taxes.
- Must have advanced experience in the Microsoft Office Suite of Products particularly Word and Excel.
- Working knowledge of the Municipal Assessment, and Tax Sales Acts and other statutes relating to the collection of outstanding accounts would be considered an asset.
- Must have excellent communication skills.
- Association of Municipal Tax Collector courses from a Community College or University would be considered an asset.

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to 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 December 5, 2013