



The Corporation of the
Township of Algonquin Highlands
requires a
Tax Administrator

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from qualified individuals for the position of Tax Administrator.

Reporting to the Treasurer, the Tax Administrator position is responsible for all aspects of the Municipal taxation functions, including billing, collections and adjustments.

The preferred candidate will possess the following qualifications:

- A post-secondary diploma in Accounting/Business Administration.
- Successful completion of the Municipal Tax Administration Program, or willingness to complete.
- A.M.C.T.O. designation preferred.
- A minimum of three (3) years' experience in progressively responsible related positions sufficient to demonstrate competency and knowledge of all aspects of the position.
- Excellent interpersonal, communication and organizational skills including the ability to multi-task and establish priorities on a daily basis.
- Proficiency in computer software applications (including but not limited to the Microsoft Office Suite of products) and extensive experience with municipal financial software. Experience with Microsoft Dynamics GP would be an asset.

Salary Range: \$32.75 - \$36.85 (35 hours/week)

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however, only those selected for an interview will be contacted.

Algonquin Highlands offers a competitive salary, compressed workweek, excellent benefits package, Health and Wellness opportunities and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

Qualified candidates are invited to submit a cover letter and resume by **3:00 p.m. on Wednesday, April 2, 2025** to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON K0M 1S0
Email: dmugfordguay@algonquinhighlands.ca



Township of Algonquin Highlands

Job Description

Position: Tax Administrator
Department: Finance
Location: Municipal Office – 1123 North Shore Road
Reports to: Treasurer

Purpose

Responsible for all aspects of the Municipal taxation functions, including billing, collections and adjustment.

Responsibilities

- Inputs tax rates, established by By-Law, into computer system and OPTA.
- Calculates, processes, balances, prints and mails the interim and final tax billings, as well as any supplementary tax billings throughout the year. Ensures that tax bill handling and mailings are carried out in a timely fashion.
- Calculates and processes any tax adjustments, including the reporting to Council for approval when required.
- Prepares and distributes Tax Arrears notices.
- Prepares correspondence in response to Ratepayer's inquiries.
- Prepares correspondence to Ratepayers that are in a tax registration position encouraging payments.
- Prepares and provides all information and documentation relative to tax registration of properties and forwards to company retained for tax registration services, in consultation with the Treasurer.
- Calculates and applies tax penalty on a monthly basis.
- Receipts taxes and general revenue payments received.
- Balances and posts tax receipts (Cheque, Debit, Cash and Telephone/Internet).
- Prepares bank deposits for tax and general receipts.
- Processes all address and ownership changes to tax rolls and computer system, ensuring that updated information is sent to MPAC in a timely fashion.
- Prepares and maintains Preauthorized Payment list and mortgage listings for taxes.
- Prepares all tax certificates.
- Maintains tax roll files, ensuring the timely filing of tax related information.

- Acts as back-up to reception for telephone and counter inquiries, providing excellent customer service.

Education

Desired qualifications include a two (2) year college diploma in Accounting/Business Administration or equivalent.

Successful completion of Municipal Tax Administration Program.

A.M.C.T.O. designation preferred.

Knowledge and Skill

Minimum of three (3) years previous related office experience sufficient to demonstrate competency and extensive knowledge of all aspects of the position.

Excellent interpersonal, communication and organizational skills.

Proficiency in computer hardware and software applications (including but not limited to Word, Excel, Outlook, Power Point, and municipal financial software). Experience with Microsoft Dynamics GP would be an asset.

Hours of Work

Normal hours of work are 8:00 a.m. – 5:00 p.m., on a compressed work-week schedule with a ½ hour unpaid lunch break or 8:30 a.m. to 4:30 p.m. on a regular Monday to Friday work-week schedule with a 1 hour unpaid lunch break. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year.

Working Conditions

Work is performed in a normal office environment. Incumbent has the ability to move freely to reduce fatigue. Frequently spends time reviewing documentation and working on a computer.

Impact of Error

Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Township.