

 Job Description	Position: Tax & Treasury Administrator	Page: 1 of 5
	Dept.: General Administration Incumbent: Job Grade: 455 Points	Reports to: Treasurer
	Effective: January 2008	Revision Date: August 2013

PRIMARY FOCUS

To ensure all revenues are processed accurately and to provide administrative assistance to the Treasurer in order to ensure the goals and objectives of the Municipality are met in a timely and accurate manner.

SCOPE	
<p><u>Supervisory Accountability</u></p> <p><i>Direct Reports:</i></p> <ul style="list-style-type: none"> • N/A <p><i>Indirect Reports:</i></p> <ul style="list-style-type: none"> • N/A <p><u>Key Contacts</u></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> • All levels, up to and including CAO • Council Members <p><i>External:</i></p> <ul style="list-style-type: none"> • Members of the Public • Lawyers • Real Estate Representatives • MPAC Representatives • Municipal Planning Dept Staff • Funeral Home Representatives • Courier Representatives 	<p><u>Budget & Asset Accountability</u></p> <p><i>Material Resources:</i></p> <ul style="list-style-type: none"> • Basic handling of general office supplies or standard office equipment • Ensuring that resources used in own job are not mislaid, damaged or used improperly • Recommending repair of office equipment and ensuring security of back-up system tapes <p><i>Financial Resources:</i></p> <ul style="list-style-type: none"> • Handling and tracking cash/cheques up to \$100K • Processing cheques and invoices, up to \$10,000, according to established procedures <p><i>Information Resources:</i></p> <ul style="list-style-type: none"> • Ensuring timely/accurate input and processing of data in a standardized format • Exercising highest level of discretion regarding the release of very confidential information <p><u>Working Conditions</u></p> <ul style="list-style-type: none"> • Minimal direct exposure to disagreeable environmental elements. Work is usually undertaken in an office environment in surroundings that are generally comfortable with little chance of exposure to injury or disagreeable elements. • Regular sensory effort required to check data on a regular basis and regular use of fine motor skills for keyboarding which may be over a sustained period of time on occasion. • Frequent work pressure to meet deadlines with very limited control over work pace; regular interruptions or changes to work flow that are unpredictable, imposed and/or controlled by others.

Job Specifications & Job Description

Tax & Treasury Administrator

CORE JOB REQUIREMENTS	
<p><u>Educational requirements</u></p> <p><i>Secondary:</i></p> <ul style="list-style-type: none">• High School Graduation <p><i>Post Secondary:</i></p> <ul style="list-style-type: none">• Community College Diploma in Business Administration a definite asset <p><i>Professional accreditation/certification:</i></p> <ul style="list-style-type: none">• Completion or enrolled in Municipal Tax Administrative Certificate and Municipal Accounting Certificate an asset• AMCTO Certificate an asset <p><u>Related experience requirements</u></p> <ul style="list-style-type: none">• Minimum of 2 (two) years experience in an office environment with at least 1 (one) year in an administrative capacity• Municipal experience a definite asset• Accounting experience a definite asset	<p><u>Technical skill requirements</u></p> <ul style="list-style-type: none">• Good knowledge of the following:<ul style="list-style-type: none">* Mathematical/Accounting Principles* Office Administration• Accurate numeric keyboarding skills• Computer literate and proficient in:<ul style="list-style-type: none">* Microsoft Word* Excel* Accounting Software* Tax software programs <p><u>Interpersonal skill requirements</u></p> <ul style="list-style-type: none">• Excellent verbal communication skills• Good written communication skills• Detail oriented and analytical• Customer –service oriented• Strong organizational and prioritization skills• Collaborative, Team player• Ability to work under pressure to meet deadlines• Ability to multi-task• Ability to interact with all levels both inside and outside the organization• Ability to act with patience, respect, diplomacy, discretion and confidentiality particularly as it relates to bereaved individuals• Positive, professional and enthusiastic demeanor• Flexibility to work weekends as required on an occasional basis

JOB RESPONSIBILITIES

I. Managerial/Supervisory Responsibilities:

- N/A

II. Functional Responsibilities:

i. Tax & Treasury Administration (65%)

- Receives all tax and mortgage payments from bank, cash, post-dated cheques and/or pre-authorized electronic payments on a daily, weekly and monthly basis depending on payment schedule and processes on a timely and accurate basis by inputting information into the computer system, balancing accounts, completing bank deposit slip and taking to bank in order to ensure all tax payments are processed in a manner that maintains adequate cash flow and prevents the need to send arrears notices to ratepayers.
- Assists Treasurer in preparation of interim and final tax bills by sorting and inserting pre-authorized payment inserts for all ratepayers on Electronic Filing Transfer (EFT), feeding tax bills through folding machine, stuffing envelopes and running through postage meter prior to mailing in order to ensure ratepayers receive tax due notices on a timely basis.
- Processes and monitors Tax Arrears Notices on a monthly basis by generating a reporting of all tax arrears, balancing all taxes to the General Ledger and completing a dollar Trial Balance; calculates penalty and interest costs and produces tax arrears notices; mails notices to ratepayers; attempts to collect on tax arrears by preparing and mailing arrears notices to ratepayers in order to reduce tax arrears and to meet provincial guideline of a maximum 10% (ten percent) outstanding taxes.
- Assists Treasurer in the registration of Tax Sales by reviewing ratepayers tax accounts on a monthly basis and preparing letters advising all those with arrears of 3 (three) years that their property is eligible for Tax Sale; assists in the registration of properties for Tax sale by preparing tender notices for publication in local newspapers and arranging insertion in newspaper within prescribed timelines in order to reduce tax arrears and to meet provincial guideline of a maximum 10% (ten percent) outstanding taxes.
- Processes all NSF cheques, writes off all penalties and transfers money to appropriate accounts to ensure all tax accounts are maintained in an up to date manner.

ii. Accounts Payable (20%)

- Processes all invoices for payment on a timely and accurate basis, including but not limited to, General Administration expenses and Utilities, by receiving all invoices, verifying amounts, coding to appropriate account and inputting to computer system; initiates cheque run, prints cheques and forwards to CAO for signature; receives signed cheques and mails to vendors in order to ensure vendors are paid in a timely and accurate manner.

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II. Functional Responsibilities (continued):

ii. Accounts Payable (continued)

- Reconciles bank statement on a monthly basis by receiving cancelled cheques and reconciling to accounts payable records; reviews daily deposits and balances to bank statement; reviews Bank General Ledger account and balances to bank statement, reporting any variances to Treasurer/Deputy Clerk in order to ensure General Ledger accurately reflects all financial transactions.
- Monitors the annual budget on a monthly basis by tracking all budget expenses to ensure expenses are allocated to the appropriate account; reviews actual expenses against planned budget and reports any variances, negative or positive, to Treasurer/Deputy Clerk for further investigation; generates budget reports and forwards to department heads in order to ensure department heads and Council are provided with accurate budget information on a timely basis and can remedy any variances in a timely manner.

iii. Cemetery Administration

Under the direction of the Cemetery Board, and in accordance with their instructions:

- Administers all requirements related to the Municipal Cemetery including, but not limited to, liaison with Funeral Home representatives and bereaved families; preparation and issuance of all related documentation/reports and the processing of payments in order to ensure all relevant information for final arrangements is available and provided in a timely and respectful manner.
- Administers the sale of grave plots, liaises with families and Funeral Homes to arrange burials, locates graves for families, sources monument companies and orders cornerstones; prepares contracts for sale of plots and provides copy of deed.
- Locates and marks graves for cemetery contractor for internments and installation of cornerstones.
- Identifies and initiates repairs of monuments to cemetery contractor to enhance the care of the cemetery.
- Ensures that specified arrangements for the details of cremation/burial are communicated accurately and in a timely manner to those officers directly providing the services.
- Composes and distributes all correspondence related to cemetery administration in a timely, professional and accurate manner.
- Maintains detailed and accurate records of all related data, including, but not limited to, financial transactions, plot and lot records in both the card file and maps, completion of care and Maintenance Refund form before March 31 of each year

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iv. Office Administration (5%)

- Performs receptionist duties on a '3rd in rotation' basis including, but not limited to, receiving and directing all incoming telephone calls to the appropriate individual in a timely and courteous manner; receiving and responding promptly to all incoming inquiries for information, or redirecting callers to appropriate source; taking accurate messages when staff person is unavailable and forwards on a timely basis; greeting all visitors to the building in a professional manner and notifying appropriate individual of their arrival; processing tax payments, purchases of garbage bag tags and dog tags in order to ensure that all callers and visitors are treated promptly with dignity and respect and the Municipality's professional reputation is maintained.
- Administers all requirements related to the Municipal Cemetery including, but not limited to, liaison with Funeral Home representatives and the bereaved family; preparation and issuance of all related documentation/reports and the processing of payments in order to ensure all relevant information for final arrangement is available and provided in a timely and respectful manner.
- Assists the Clerk to conduct Municipal elections on an as needed basis, processing and recording all Election Ballots, viewing voters lists and entering any changes such as, but not limited to, additions, deletions, name changes and address changes into the computer system; prepares and mails out new voter kits; verifies ballots are not spoiled and scans the bar codes on the election form into the system in order to ensure ballots are received and accurately recorded and that the voter's choice is appropriately accounted for.
- Runs back-up tapes for mainframe system network on a daily basis and secures in vault to ensure municipal information is not lost in the event of a system failure; contacts service representative on a timely basis when repairs and or service to the system is required in order to ensure minimal down-time.
- Maintains all related records and files in a confidential and organized manner in order to ensure that current information is readily available and accessible to authorized individuals.
- Performs all other related duties as assigned

APPROVALS

Treasurer

Date

Chief Administrative Officer

Date

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

Employee Signature

Date