

MUNICIPALITY OF HURON EAST

JOB DESCRIPTION

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| POSITION TITLE: | Property Tax/Deputy Treasurer |
| Department: | Finance |
| Reports to (Title) | Director of Finance / Treasurer |
| Job Description last updated on (Date): | September 16, 2025 |

| POSITION DETAILS | |
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| Position Status (full-time/part-time/seasonal) | Full-Time |
| Primary Work Location | Town hall |
| Pay Method (salary/hourly) | Salary |
| Normal Workweek (# of hours) | 40 hours / week + Meetings |
| Overtime Status (paid/unpaid/rate/after x# hours) | Time in lieu |
| Benefits: | OMERS? YES Group Benefits? YES |

GENERAL DESCRIPTION (OVERVIEW) OF POSITION

To

1. Scope of position

- i. Responsible for property tax and collections, maintain and reconcile Tax Collector's and Assessment Rolls.
- ii. Prepares and issues interim and final tax bills.
- iii. Supervision of A/P and A/R staff, inclusive of utilities, to ensure deadlines are met, KPIs are established and goals set, regular reports are prepared and all tasks are completed.
- iv. Responsible for the preparation of data and financial analysis as requested by the Director of Finance / Treasurer.
- v. Assists the Director of Finance / Treasurer in the preparation of the annual budget, financial reporting and annual external audit.
- vi. Maintains short term cash flow projection to assist with cash flow planning.
- vii. Assist with trouble shooting for computer, phone, computer software and hardware issues.
- viii. Has an understanding of the operational functions of the Finance Department including Financial Analyst and Treasurer
- ix. Along with Financial Analyst/Deputy Treasurer, assumes responsibilities of the Director of Finance / Treasurer in the absence of the Director of Finance / Treasurer.

2. Key Responsibilities

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| i. | Maintains and reconciles all assessment roll records and advises Municipal Property Assessment Corporation of amendments as required. |
| ii. | Responsible for the collection of current and delinquent property tax arrears notices including the registration of tax certificates and the tax sale process. |
| iii. | Calculate pre authorized payment plans for tax payers and reconcile payments to tax accounts. |
| iv. | Processes penalties and interest for delinquent accounts and remit statements to delinquent account holders. |
| v. | Calculate quarterly tax remittance payments to school boards and the county and provide required annual reports to each. |
| vi. | Analysis of taxation revenue, assessment base, supplementary tax history and trends to assist in forecasting and budgeting process. |
| vii. | Work with Communications Officer to ensure website pages for financial department is current and up to date (announcements, policies, procedures, upcoming legislative changes, etc.) |
| viii. | Supervise assigned staff including training and development, performance management/review, coaching/mentoring, health and safety, human resources policies interpretation/application, etc. |
| ix. | Assist the Director of Finance/Treasurer in the preparation with policy and procedure updates and revisions. |
| x. | Assist the Director of Finance/Treasurer in the preparation and reconciliation of audit working papers for external audit. |
| xi. | Preparation and posting of assigned recurring journal entries. |
| xii. | Fully cross trained in Accounts Receivable and Accounts Payable positions to be able to provide support and backup as needed. |
| xiii. | Other job duties as assigned by the Director of Finance/Treasurer. |
| xiv. | Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies, procedures, practices and operational guidelines, and perform safe work practices. |

SECTION A: SKILLS

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| 1. | Knowledge |
| a) | Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.) |
| | <ul style="list-style-type: none"> Completion of or Working towards a University degree or three year diploma in accounting, finance or related field is an asset. |
| b) | Formal Training (designation(s) or certification(s)) required: |
| | <ul style="list-style-type: none"> Enrollment in or completion of the Municipal Tax Administration Program. Enrollment in or completion of the Municipal Accounting and Finance Program sponsored by the Association of Municipal Clerks and Treasurers Ontario (AMCTO) Must have and maintain a clear Criminal Reference Check. |
| c) | Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job. |

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| <ul style="list-style-type: none"> • Minimum of five (5) years of experience with similar responsibilities, preferably in a municipal environment. • Working knowledge of municipal regulatory requirements and Public Sector Accounting Standards. • Experience working with job related software (Microsoft Office, Great Plains, Citywide, Land Manager, etc.). • Shall possess strong skills in leadership within a non-unionized environment, public relations, record keeping, problem solving, report writing, project/time management, analysis, and communication, both oral and written and shall exhibit excellent interpersonal skills. • Must ensure a high level of confidentiality, integrity and professionalism at all times. | |
| d) | Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands |
| Time Management is critical | Ability to work independently and as part of a team |
| Numeracy | High degree of confidentiality |
| Knowledge of local by-laws. | Communication skills |
| Quick learner | Proficiency and accuracy in data entry |
| Ability to work with constant interruptions and under pressure | Organizational planning and administration |
| Reliable, detail orientated, accurate | Records Management |
| Customer Service Skills | Supervisory Skills |

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| 3. | Communication – written, verbal and interpersonal |
| | a. Excellent interpersonal and communication skills are essential |
| a) | Internal contacts (council, managers, non management staff) |
| | Council, CAO, Department Heads, staff and peers |
| b) | External Contacts (general public, suppliers, government, professionals, boards, etc) |
| | General public, suppliers, government, professionals, ministry contacts, and boards. |
| Nature of the communication: | |

- Contacts are within the organization, with outside government agencies, and with the public to exchange information.
- May answer routine, straightforward questions.
- Communication of complex information
- Communicating with difficult people in varying situations can be regular occurrences, and shall tactfully be referred to others when necessary.

SECTION B: EFFORT

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| 1. | Mental Effort – concentration and attention, complexity and analysis required and mental fatigue. |
| | <ul style="list-style-type: none"> • Concentration required at times, some complexity to work, analysis and problem solving. • High level of confidentiality at all times. |
| 2. | Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue. |
| | <ul style="list-style-type: none"> • Minimal amount of physical fatigue. • Manual dexterity for using computer keyboard • High volume of work at times • Moderate amount of mental fatigue |

SECTION C: RESPONSIBILITY

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| 1. | Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning |
| | <ul style="list-style-type: none"> • Performing of duties has an immediate effect on the provision of programs/services. • Contact with the public in terms of inquiries. • Gives input for development and evaluation of programs/services, process and procedures, and input for policy development. • Work involves a high level of detail and accuracy. • Track requested KPIs and provide analysis on progress, challenges and actions to correct issues encountered. • Must be able to meet deadlines. |
| 2. | Human Resources: personnel policies and procedures, supervision, health and safety, training |
| | <ul style="list-style-type: none"> • Follows municipal Human Resources policies and procedures as instructed. • Coordination of tasks with other employees and with staff. |
| 3. | Material & information resources – equipment, property, data records and software, confidentiality |
| | <ul style="list-style-type: none"> • Responsible for highly confidential information. • Uses equipment in a safe manner • Responsible for adherence and compliance to information technology security measures |

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| 4. | Financial Resources – budgets, treasury, accounting and confidentiality |
| <ul style="list-style-type: none"> • Routine accounting and financial reporting • Responsible assisting with the overall budget and department budget. • Consults with peers and Department Managers. | |

SECTION D: WORKING CONDITIONS

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| 1. | Physical surroundings and hazards |
| <ul style="list-style-type: none"> • Works in an office setting with a reasonable amount of predictability. • Possible exposure to difficult individuals, risk is mitigated by physical barriers and training • Minimal exposure to hazards. • Minimal risk of injury. | |
| 2. | Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption |
| <ul style="list-style-type: none"> • Frequent interruptions. • Contact with the public. • Many varying deadlines; • Low level of monotony; • Frequent requirement to adjust work schedule • Many interruptions can occur • Meeting allowance paid for designated evening meetings | |

SECTION E: APPROVAL

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| Employee Approval I have reviewed the above job description and agree it is accurate and complete. | |
| Name | |
| Signature | |
| Date | |

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| Supervisor Approval I have reviewed the above job description and agree it is accurate and complete. | |
| Supervisor Name | |
| Supervisor Signature | |

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| Date | |
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| Next Level of Supervision (If applicable) | |
| I have reviewed the above job description and agree it is accurate and complete. | |
| Supervisor Name | |
| Supervisor Signature | |
| Date | |