



EMPLOYMENT OPPORTUNITY

DEPUTY TAX COLLECTOR TREASURY DEPARTMENT

The Corporation of the City of Elliot Lake is seeking applications for the position of Deputy Tax Collector. Reporting to the Director of Finance/Treasurer this position is responsible for the collection and processing of tax revenue utilizing the City's tax collection program through the active enforcement of by-laws, procedures, statutes and regulations related to the collection of taxes. This is a bargaining unit position with CUPE Local 170.

The preferred applicant will have:

- Minimum two (2) year college diploma in a related field of study (e.g. Accounting, Public Administration)
- Completion of Municipal Tax Collectors/Administration Course (MTAP) as recognized by OMTRA
- Minimum of two (2) years previous experience
- Proficiency in computer software application programs Microsoft Great Plains and Microsoft Office Suite (Word, Outlook)
- Knowledge of computerized municipal accounting software (specifically Ontario Tax Billing software) as well as extensive working knowledge of Microsoft Excel is required
- Knowledge of Diamond Municipal Property Tax Billing Systems is considered an asset
- Knowledge of OPTA and Municipal Connect
- Thorough working knowledge of municipal finance related legislation/regulations including the Municipal Act, Assessment Act and regulations and all applicable Acts associated with carrying out the duties of the Property Tax Collection, including Municipal By-laws
- Superior customer service orientation with a focus on ensuring effective services; utilizing diplomacy and tact while maintaining a positive and professional attitude
- Advanced interpersonal skills, with the ability to interact effectively with all municipal staff, residents, elected officials, and other agencies
- Availability to attend evening meetings and/or work overtime to accommodate peak periods and workloads
- Ability to communicate effectively (orally and written) in both official languages is considered an asset

Rate of Pay: \$28.26 per hour plus benefits

To view the full job description and to submit your application, please visit the Jobillico website at <http://www.jobillico.com> and search by company for City of Elliot Lake. You can also paste the URL below into your browser to go directly to the posting:

<http://www.jobillico.com/en/job-offer/city-of-elliott-lake.iEyhBn/deputy-tax-collector/5863429>

POSTING WILL REMAIN OPEN UNTIL A SUCCESSFUL APPLICANT IS SELECTED

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

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for employment assessment purposes. In accordance with the AODA and the Ontario Human Rights Code, accommodations are available to applicants upon request throughout the recruitment, assessment and selection process. If selected to participate, please inform us of the nature of any accommodation(s) that you may require.