



Deputy Tax Collector Wanted!

Location: Elliot Lake, Ontario

Salary: \$29.99/hour

Elliot Lake is well known for its high quality of life, low cost of living and great work-life balance. The area's combination of outdoor opportunities, community organizations, sports, healthcare, low crime rate, natural wilderness and diverse economy help contribute to a great place to live and work!

Are you excited to step into a position that blends numbers with community engagement? We are looking for a Deputy Tax Collector who excels at managing figures and enjoys connecting with the community. If you are detail-oriented and passionate about assisting others in understanding taxes, this role is perfect for you!

What You Will Be Doing:

- **Billing Expertise:** Calculate, process, and distribute tax billings like a pro. Whether it's interim, final, or supplementary, you will ensure everything is timely and accurate!
- **Community Connector:** Coordinate a collection process that adapts to our vibrant community's needs.
- **Customer Service Advocate:** Handle inquiries through mail, email, and in-person visits. You will be the friendly face explaining tax accounts, credits, and deferral programs to property owners, lawyers, and more.
- **Data Insight Specialist:** Maintain an organized recording system for quick info retrieval and analysis. You will be the go-to for tax certificates and property transfer information.
- **Field Outreach:** Encourage the collection of delinquent accounts with a mix of letters, calls, etc.

Who You Are:

- You have a **two-year college diploma** in Accounting, Public Administration, or a related field.
- Completion of the **Municipal Tax Administration Program (MTAP)** is a must (or be ready to tackle it within your first 18 months).
- Previous municipal experience? That's a plus!
- You are tech-savvy, proficiency with **Microsoft Great Plains** and the **Office Suite** (Excel, Word, Outlook). Knowledge of Diamond Municipal Property Tax Billing Systems
- You know your way around municipal finance legislation
- You thrive in customer service. You handle every interaction with tact, diplomacy, and a smile.
- You are available for evening meetings and ready to tackle busy periods with grace.

Why Join Us? We believe in supporting our team with growth opportunities, a collaborative environment, and a chance to make a real impact in our community.

Ready to Make a Difference? If you are excited about blending your skills with community service and think you have what it takes to be our next Deputy Tax Collector, we want to hear from you! To apply and view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

We offer competitive salary and vacation, extended health and dental benefits, and a pension plan through OMERS. Do not miss out on this exciting opportunity to make a difference!

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the City of Elliot Lake's hiring process. If you require accommodation, please contact Human Resources

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted