

**Job Description**  
**Tax Clerk/Accounts Payable**

<b>Position:</b> Tax Clerk/Accounts Payable	
<b>Reports To:</b> Deputy Treasurer	<b>Revised:</b> December 21, 2020
<b>This Position Is:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised	

**Job Summary:**

Under the direction of the Deputy Treasurer, responsible for performing all accounts payable and tax clerk functions within the finance system in accordance with general accepted accounting principles.

**Duties and Responsibilities:**

- Assist with the accurate recording of all monies received and disbursed, of assets and liabilities and all other accounting and financial transactions of the municipality in accordance with accounting principles generally accepted for Ontario Municipalities;
- Prepares, balances and posts cash, cheques and interac deposits;
- Balances and posts bank payments and credit card payments;
- Collection of taxes from ratepayers/clients at the counter;
- Answer telephone and counter enquiries from the ratepayers, public, lawyers, real estate agents, mortgage companies, appraisers, vendors, etc;
- Prepare mortgage company listings for mail/email at tax billing times;
- Post mortgage payments when received;
- Update ownership changes and address changes and prepare and mail out new owner packages to new owners;
- File ownership and address changes in FileHold;
- Process SCIFs and file in FileHold;
- Update mortgage company changes, and file in FileHold;
- Prepare tax certificate requests, e-mail, fax and/or, mail, and file in FileHold;
- Assist with mailing out of tax arrears notices (5 times per year)(approx. 1500 notices);
- Calculating and entering all pre-authorized payment requests, all maintenance associated with same;
- Prepare and mail out PAP form letter statements (2 times per year) (approx. 1200);
- Process assessment reductions and send notification to the property owner, including adjusting PAP, if necessary;
- Check bank records daily for cash management reports and file in the appropriate binder;
- Reverse NSF payments and contact property owner to make replacement payment arrangements;
- Prepare newsletter for the interim and final tax bills;
- Assist with preparing and stuffing tax bills (2 times a year) (approx. 7500 bills);
- Prepare monthly address change reports and e-mail for updates to MPAC;
- Prepare monthly owner/address change reports and send to County of Peterborough GIS via USB drive;
- Answer phones when Customer Service Clerk is unavailable;
- Assist with selling and posting dog tags and send renewal invoices in January;

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- Order and receive office supplies including paper, toner and coffee for all departments and disburse;
- Inputting, balancing and cheque printing/electronic fund transfer for all accounts payable vouchers for all departments. Continuously check statements for missing invoices in order to ensure all vouchers are paid in a timely manner;
- Prepare cheques for signature of signing officers, and mails out;
- Prepare monthly Accounts Payable reports for council approval;
- Add e-mailed invoices to FileHold and start workflows to appropriate department. Scan and save any hard copy invoices;
- Collect VISA receipts and prepare monthly bill for payment;
- Continuously track energy usage at Municipal facilities using the EPT tool and prepare Energy Conservation and Demand Management Plan Updates (every five years);
- Prepare and send Accounts Receivable invoices and reminder statements and process invoice reversals;
- Any additional duties as assigned.

**Qualifications:**

- Diploma in Business or Accounting related field or equivalent;
- Minimum of one year previous experience in Municipal Government or equivalent;
- Completion of AMCTO Municipal Administration Program and Municipal Finance and Accounting an asset;
- Completion of Municipal Tax Administration course an asset;
- Knowledge of Property Taxes and inner workings;
- Knowledge of legislation in regards to tax collection and collections processes;
- Knowledge of accounts payable processes.

**Key Competencies:**

- Proficient in use of computers including word, excel, FileHold and accounts payable and taxation system;
- Able to multi task and complete assignments with many interruptions;
- Strong organizational, and communication skills as well as a proven ability to deal with the public and co-workers, especially in stressful situations;
- Able to work with tight timelines and meet deadlines.

**Health and Safety:**

All Employees are responsible to be aware of, understand and follow Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

**Supervision:**

This position does not require the incumbent to supervise or direct the work of others.

**Contacts:**

Internal: Has contact with all employees and Council.

External: With the public, other Municipalities, private businesses, lawyers, real estate agents, mortgage companies, and all levels of government.

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**Work Environment:**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- Typical office environment conditions with minimal travel outside the office to attend meetings/conferences/seminars;
- Works in an environment that is subject to interruption and demands accuracy, attention to detail and multi-tasking;
- Tasks are somewhat diverse and some interpretation is required;
- Work is confidential in nature and requires discretion;
- 35-hour work week and may require occasional overtime;
- Works within the administrative policies and procedures of the Municipality;
- Occasionally required to deal with minor conflicts/complaints.

**Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their fingers for typing. Simple, easy muscular movements and limited intricate or repetitive tasks. Typical activities include sitting, standing, visual attention to details and movement of average weight materials. This job has some capability to control interruptions and pace of work.

**Impact of Error:**

- Missing deadlines could have financial implications;
- Deadlines that are not met could result in legal and long-term action;
- Financial impact could occur if accuracy is not a top priority;
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality;
- Errors could result in loss of money for the Municipality.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

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Employee

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Date