

Tax Analyst (Full Time Permanent)

(Job # 2019-044-IE)

Department: Finance & Technology Services
Status: Full-time, Permanent
Date Open: **March 15, 2019**
Date Closing: **March 29, 2019**
Number of Positions: 1
Scheduled Hours/Shifts: 35 hours per week
Salary: **\$51, 882-\$63,150**

Position Purpose:

Under the direction of the Manager, Revenue and Taxation, the Tax Analyst is responsible for handling complex or difficult public inquiries relative to property tax billings and/or payments and collections; preparation of assessment appeals when authorized, representing the Town in administrative matters before the Assessment Review Board (ARB) and investigating tax adjustments resulting from assessment changes; maintaining the Charity Rebate and Tax Deferral programs, the management of Payment in Lieu properties and processing of supplementary tax billings

Qualifications and Requirements:

- Diploma in Real Property Assessment, or related discipline, from a recognized Community College
- Minimum of three (3) to five (5) years of progressively responsible related experience;
- Successful completion of the Municipal Tax Administration Program (MTAP)
- Full or associate membership with the Institute of Municipal Assessors (AIMA, MIMA) an asset
- Working knowledge and understanding of relevant legislation, procedures, policies, etc. (i.e., Municipal Act, Assessment Review Board Rules of Practice and Procedures, etc.)
- Working knowledge of Online Property Tax Analysis (OPTA) tax tool.
- Demonstrated strong mathematical/analytical skills to be able to interpret reports, data, identify problems and make evidence-based recommendations.
- Strong written and verbal communication skills and ability to deal effectively and courteously with internal and external clients, handle difficult client situations
- Effective organization skills; ability to prioritize and meet deadlines regularly
- High degree of accuracy, attention to detail and record keeping skills
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files
- Proficient in Microsoft Office (Word, Excel, Outlook) and experience with property tax billing software applications (i.e. Diamond Great Plains), Online Property Tax Analysis (OPTA) and Municipal Connect.
- Valid Ontario Class "G" Driver's License in good standing

How to apply:

Please forward your resume in confidence by **March 29, 2019 at 4:30 p.m.**, identifying **Job # 2019-044-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.