

**MUNICIPALITY OF MISSISSIPPI MILLS
JOB DESCRIPTION**



DEPARTMENT:	Administration
DIVISION:	Finance
JOB TITLE:	Tax/Water Clerk
EMPLOYEE GROUP:	Non Union
SUPERVISOR:	Deputy Treasurer
REVISION DATE:	September 2022

POSITION SUMMARY AND SCOPE:

The Tax and Water Clerk coordinates the administration of tax and water billing under the direction of the Treasurer and Deputy Treasurer, maintains property assessment and property tax databases in alignment with MPAC and provides customer service to residents, land owners, lawyers and developers relating to property tax and water billing issues.

DUTIES AND RESPONSIBILITIES:

1. Ensures the accurate and timely billing and collection of property taxes, under the direction of the Treasurer and Deputy Treasurer, in compliance with the Municipal Act and Municipality of Mississippi Mills By-Laws.
2. Coordinates the administration of the property tax management system including property assessments, billing, collections, penalties and arrears notices. Ensures all system maintenance activity is performed on a regular basis including but not limited to: title changes, mailing address changes, mortgage information, assessment changes, supplementary assessments, waste management fees, tax certificates, final bills, updated assessments, roll additions and deletions, etc...
3. Review and calculate adjustments to taxes from approved Requests for Reconsiderations, 357/358 Applications & Assessment Review Board decisions, produce reports for audit and rebate purposes.
4. Ensures interim and final tax billing processes are completed on a timely basis, including bill creation, printing, mailing and e-billing.
5. Calculate and record refunds for overpayments and process any tax write-offs as approved by Treasurer or Deputy Treasurer
6. Reconcile the tax account monthly and at year-end
7. Answer telephone and e-mail inquiries with regards to tax and assessment information and respond in writing, if required.
8. Produce Tax Sale Listings and calculate information for registered letters for tax registrations
9. Ensure add on charges, local improvements and area-rated charges are added to the appropriate tax accounts prior to tax bills

10. Ensures the accurate and timely billing and collection of water and sewer charges, under the direction of the Treasurer and Deputy Treasurer, in compliance with the Municipal Act and Municipality of Mississippi Mills By-Laws.
11. Calculate all water and sewer charges & enter into the computer system
12. Coordinate with Public Works to ensure meter reading entries are timely, valid & entered in the system
13. Identify faulty meters and coordinate with Public Works for replacement or re-reads
14. Update name and address changes on a regular basis
15. Calculate and issue final bills for changes of ownership, etc.
16. Calculate, record and enter adjustments, as required
17. Issue water bills
18. Transfer unpaid water accounts to taxes
19. Calculate penalties and issue arrears reports on a monthly basis
20. Reconcile the water account monthly and at year-end
21. Provide lawyers with water arrears information and receipts for payment of same
22. Assists with the acceptance of payments for taxes, water, invoices etc. when required
23. Answer telephone and e-mail inquiries with regards to water and sewer billing and respond in writing, if required.
24. Respond to questionnaires, surveys and other requests for information related to taxes and water
25. Identify, recommend and support implementation of continuous improvement initiatives to improve administrative processes and workflows, system data integration, customer service and customer self-serve.
26. Builds and maintains strong working relationships with internal departments including Public Works, Building and Planning
27. Builds and maintains strong working relationships with external organizations such as peers at neighboring municipalities, County and MPAC
28. Perform other duties as assigned.

EDUCATIONAL REQUIREMENTS:

- A diploma in accounting, business or related field
- A post-secondary degree in accounting or business would be an asset.
- Completion of the municipal Tax Administration course or willingness to obtain

SKILLS AND COMPETENCIES:

- Must have a sound working knowledge of computer systems and applications (Office Suite) and experience with Great Plains/Dynamics
- Excellent oral and written communication skills
- Previous experience in a Municipal Office

EXPERIENCE:

- A minimum 3-5 years' municipal finance experience, with at least 1 year tax and water experience

WORKING RELATIONSHIPS:

Internal	CAO, Director Corporate Services, Deputy Treasurer, Department Heads, support staff, members of Council
External	Government ministries and agencies, public, professional consultants, i.e. auditor

SUPERVISOR/MANAGEMENT:

The position does not have supervisory responsibilities.

WORKING CONDITIONS:

Hours of work: 40 hours per week
Overtime may be required