

TAY VALLEY TOWNSHIP

POSITION DESCRIPTION

POSITION DATA

Position Title: Property Tax Collector and Payroll Coordinator
Reports To: Treasurer
Indirectly Reports To: Deputy Treasurer
Department: Finance
Effective Date: January 1, 2024
Revised Date: April 1, 2026

POSITION SUMMARY AND PURPOSE

Reporting to the Treasurer, the Property Tax Collector and Payroll Coordinator manages tax billing and collection, payroll and benefits, and provides other services to support the functions and activities of the Finance Department.

CORE LEADERSHIP AND MANAGEMENT COMPETENCIES

Service Delivery, Government Relations and Citizen Engagement, Financial Management, Human Resources Management, Communication, Integrity, Self-Management.

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent

Date

This position description reflects the key duties, responsibilities and requirements of the position.

Treasurer

Date

Chief Administrative Officer/Clerk

Date

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The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES

Description	Approximate Time Spent (%)
<p>1. Manages the tax collection system, including associated tasks such as:</p> <ul style="list-style-type: none">• balancing assessment roll, inputting tax rates, managing supplementaries/write-offs and processing various tax adjustments;• preparing and distributing tax bills, mortgage company reports and reminder notices, including applying penalties;• monitoring and processing the pre-authorized payment plan;• administering the Tax Arrears Policy, including the preparation and executing of the tax sale process;• dealing with owners regarding arrears and payment schedules;• preparing and confirming tax certificates in conjunction with the Finance Administrative Assistant;• communicating with MPAC regarding errors, appeals, property owner concerns, etc.	53%
<p>2. Administers the payroll system ensuring accurate payment to employees and Members of Council, and reporting to internal and external persons and agencies as appropriate, including associated tasks such as:</p> <ul style="list-style-type: none">• processing bi-weekly and monthly payroll for staff and Council;• calculating and submitting appropriate employee/employer deductions (ex. workers compensation, union dues, municipal pension plan, etc.);• setting up and maintaining employee personnel cards;• managing self-insured benefit plan, including the preparation for payment (electronic funds transfer requisition);• maintaining employee leave records (ex. vacation, sick, overtime, etc.);• preparing & reconciling annual reports (T4's, OMERS Form 119, WSIB, employer health tax, union dues, etc.) and employment records as required;• reconciling benefit payables;• preparing Records of Employment (ROE);• tracking part-time and casual hours worked.	23%

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3. Conducts final posting of Cash Receipt Batches.	5%
4. Backs up front counter during lunch, breaks, absences and high-volume times such as tax due dates (ex. cash receipting, bank deposits, customer questions, etc.).	15%
5. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.	1%
6. Maintains electronic and hard copy office records in accordance with the Township's records management system.	ongoing
7. Performs other related duties as assigned.	3%

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FACTOR DESCRIPTION

1. Minimum Qualifications

1.1 Education

- Post-secondary school diploma in accounting or related field of study
- Drivers' license

1.2 Experience

- Three (3) years' experience in municipal property tax and assessment
- Experience in administering payroll and benefits
- Experience using financial software
- Cash handling and processing financial transactions
- Dealing with the public and outside agencies

1.3 Knowledge/Skill/Ability

- Capable of carrying out duties with minimal supervision
- Excellent communication skills
- Excellent computer skills, proficiency using Outlook, Word, Excel
- Punctual and reliable
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner
- Strong time management and organizational skills
- Ability to determine work priorities
- Ability to take initiative
- Ability to work independently
- Ability to interpret and apply legislation, regulations and rules
- Ability to perform duties with a high degree of accuracy
- Ability to preserve the integrity of all confidential matters

2. Preferred Qualifications

2.1 Education

- Post-secondary school courses in payroll and benefits
- Municipal Tax Administration Program (MTAP)
- Municipal Accounting and Finance Program certificate
- Municipal Finance 101
- Municipal designation
- Accounting designation

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- Municipal training

2.2 Experience

- General accounting
- Three (3) years' experience processing payroll and benefits
- Experience using Microsoft Dynamics (Great Plains)
- Experience using Municipal Connect

2.3 Knowledge/Skill/Ability

- A working knowledge of the Municipal Act
- A working knowledge of the Employment Standards Act
- A working knowledge of other relevant legislation and taxation, assessment and employment matters

3. Decision Making and Independence

Complexity/Problem Solving

Determines work priorities. Interprets and applies legislation, regulations and rules. Decides on how to respond to complaints and when to refer complaints to the appropriate staff member or management official.

Supervision, Training, Management and Advisory Responsibilities

Provides advice to property owners regarding processing various assessment matters and tax repayment schedules. Provides advice to employees and Members of Council, Boards, Committees and Working Groups regarding payroll and benefits matters.

Supervision Received – Independence of Actions

Ability to work as part of the Finance Department team to achieve broad department goals under the direction of the Treasurer.

Required to work independently under established policies and procedures.

Follows the policies and procedures of the Township.

Impact of Decisions

Errors in interpreting and applying rules regarding assessment, taxation and payroll can be time consuming to correct, costly and potentially embarrassing for the Township.

Errors in performing account analyses and reconciliations can also be time consuming to correct and may result in improper financial transactions.

While this position has no direct budget responsibilities, timing errors in processing things like payroll and tax penalties can result in extra costs or loss of revenue.

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Confidentiality

Frequently works with confidential employee, Members of Council, Board, Committee and Working Group information, as well as confidential property owner and vendor information.

4. Contacts

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Treasurer	Frequent	Internal – receive direction, advice, seek clarification, and provide information.
Deputy Treasurer	Regular	Internal – receive direction, advice, seek clarification, and provide information.
Finance Administrative Assistant	Frequent	Internal – provide advice and clarification.
Chief Administrative Officer/Clerk	Occasional	Internal - receive direction, advice, seek clarification, and provide information.
Municipal Staff	Occasional	Internal – provide clarification and information.
Council, Board, Committee and Working Group Members	Occasional	Internal - provide clarification and information.
General Public	Frequent	External – general information for the Finance Department, general and escalated enquiries regarding taxes.
MPAC	Occasional	External – seek advice, clarification, reporting.
OMERS	Occasional	External – seek advice, clarification, reporting.
External Agencies (ex. lawyers, Real Tax, etc.)	Occasional	External – collaborate, provide information.
Government Agencies	Occasional	External - seek advice, clarification, provide information, reporting.

Provides information to the public; uses tact to address their inquiries and concerns. Must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to find out the nature of inquiries and concerns so that they are addressed appropriately.

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5. Work Conditions

Township Municipal Office – Office Area.

Regularly deals with public complaints, refers contentious issues to management staff. Occasionally must deal with the stress of working with staff and the public on sensitive, personal matters.

5.1 Hours of Work

- Normal Working Hours: Monday to Friday - 8:30 a.m. – 4:30 p.m. with a half hour lunch.
- Evenings/Weekends: N/A
- On-Call: N/A
- Overtime: Occasional overtime may be required in order to complete payroll and meet property tax timelines.

5.2 Work Environment

The duties of the position are performed primarily in an office environment.

Protects own health and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	95%				95%
Outdoors				5%	5%
					= 100%

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	Constant	Frequent	Regular	Occasional	Percentage
Attend internal/external meetings			15%		15%
Time spent travelling				5%	5%
Frequency of interruptions			35%		35%
Frequency of changing deadline and priorities			35%		35%
Interaction with irate/aggressive clients/customers				10%	10%
					= 100%

5.3 Hazards

Occasionally may be exposed to weather extremes or safety hazards when traveling within and outside the Township.

May experience related noise, fumes, dust or dirt from the Public Works garage and sand dome located adjacent to the Municipal Office.

May come into contact with cleaning supplies and standard office chemicals, printer toner, etc.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Noise			X	
Fumes				X
Dirt, Dust				X
Hazardous Chemicals				X
Disagreeable Weather Conditions				X

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5.4 Physical Requirements

May be required to sit for extended periods of time while using the computer and calculator.

May be required to lift boxes of paper weighing 20 kilograms.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Operating and/or Maintaining Vehicles - Standing				
Operating and/or Maintaining Vehicles - Sitting				X
Operating and/or Maintaining Vehicles - Walking				
Operating and/or Maintaining Vehicles - Climbing				
Requirement to Lift Objects (20 kg)				X
Pushing and/or Pulling Objects to Complete Tasks				
Personal Protective Equipment (PPE) Worn on a Regular Basis				
Types of Tools Used (computer (desktop/laptop), telephone, photocopier/scanner/fax, laminator, shredder, postage machine)	X			

5.5 Mental Requirements

Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions and the various moods and needs of callers and customers. It is also required in order to interpret and apply legislation, regulations and rules.

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Must meet deadlines.

Must deal with the stress of working with staff and the public on sensitive, personal matters.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Requires Awareness of Surroundings (working with personal and financial information)	X			
Visual Effort Required on a Concentrated Basis (reading, inputting, operating a computer)	X			
Requirement to Listen Attentively (to internal contacts, callers and front-counter enquiries)		X		

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ORGANIZATIONAL CHART

Treasurer

Deputy Treasurer

PROPERTY TAX COLLECTOR AND PAYROLL COORDINATOR

Finance Administrative Assistant