



PROPERTY TAX COLLECTOR/PAYROLL COORDINATOR

Situated in the heart of Eastern Ontario's cottage country, Tay Valley Township is a community of picturesque hamlets and historic homesteads with an abundance of shoreline on thirty-two lakes and located within a one-hour driving distance of both Ottawa and Kingston, it affords an opportunity to combine urban and rural lifestyles. The Township offers a unique work environment for an individual wishing to partner with fellow employees in the delivery of municipal services to a population of over 11,000 (permanent and seasonal).

Reporting to the Treasurer, the Property Tax Collector and Payroll Coordinator will be responsible for managing tax billing and collection, payroll and benefits, as well as providing other services to support the functions and activities of the Finance Department.

The Township is seeking a motivated and results oriented individual to join our team with solid knowledge of municipal taxation and employment legislation and practices, and excellent communication and interpersonal skills. The ideal candidate will have acquired post-secondary education and training in accounting or a related field of study, have a valid driver's license, have a minimum of 3 years' experience in municipal property tax and assessment, as well as experience in payroll and benefits, using financial software, cash handling and processing financial transactions. Post-secondary school courses in payroll and benefits and completion of the Municipal Tax Administration Program (MTAP) would be considered an asset, as would municipal and accounting designations and experience with Diamond Great Plains and geographic information systems (GIS).

The full position mandate is available on the Township website at www.tayvalleytwp.ca. The salary range of \$72,004 to \$82,627 (2025 rates under review), for a 37.5 hour work week, and a competitive benefit package makes this an attractive full-time permanent position for the right candidate.

Please submit a cover letter and resume no later than **9:00 a.m. on Monday, April 13, 2026** in confidence to:

Tay Valley Township
Aaron Watt, Deputy Clerk
217 Harper Road, Perth, ON, K7H 3C6
or e-mail: deputyclerk@tayvalleytwp.ca

Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.