
Employment Opportunity Available

Tax & Utility Coordinator Temporary, Full-Time Position

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The Township is currently recruiting for the temporary, full-time position of **Tax & Utility Coordinator**.

Reporting to the Manager of Revenue/Deputy Treasurer, the **Tax & Utility Coordinator** will coordinate all water/wastewater billing and collection functions for the Municipality. You will primarily be responsible for overseeing all aspects of water/wastewater billings, including working with the Township's third party contractor with respect to scheduling of water meter reads, and handle the collection of outstanding accounts. The position may also assist the Manager of Revenue/Deputy Treasurer in administering the assessment and property tax collection system and supplemental tax accounts, verify the assessment roll, calculate semi-annual billings and maintain records as necessary.

As **Tax & Utility Coordinator**, you will provide customer service functions in person and on the telephone, handling complex tax and water/wastewater questions and complaints from residents/property owners. You will also take payments and issue receipts at the front counter.

Qualifications and Experience

- Post-secondary education in Business Administration or a related area
- Minimum 2 to 5 years related work experience, preferably in a municipal finance department
- Solid understanding of municipal taxation and assessment legislation and related municipal policies and procedures
- Solid understanding of municipal water/wastewater billing and collection processes
- Superior interpersonal and public relations skills, as well as the ability to work well in a team environment and to function independently with minimal supervision
- Excellent organization and time management skills, with the ability to prioritize work schedule, meet deadlines, complete assigned duties within timelines and deal with conflicting priorities
- Excellent verbal and written communication skills are required with the ability to communicate effectively, professionally, and courteously with other levels of government and the general public
- Proven ability to handle conflict including excellent problem solving abilities

- Computer literacy in Microsoft Office, including advanced Excel skills, as well as email, document management and Internet proficiency is essential
- Knowledge of Microsoft Dynamics GP Property Tax and Utility billing modules would be considered an asset
- Ability to maintain discretion and confidentiality of information is critical

Salary range: Level 4 - \$48,783.80 to \$55,604.64 (2018 rate) per annum based on a 35 hour work week.

Duration: Please note that this is a temporary 13-month position to cover for a maternity leave with an anticipated start date in July 2018.

Note: All applicants are encouraged to provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly.

Qualified applicants are invited to submit a resume, in confidence, by **12:00 noon on Friday, June 1, 2018**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Tax & Utility Coordinator Competition

Attn: Erin DeVreede, CHRL
Manager of Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for the availability of accommodations for applicants with a disability.