

JOB DESCRIPTION

POSITION:	TAX ACCOUNT ADMINISTRATOR		
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543065
HOURS OF WORK:	33.75	GRADE/CLASS:	0.14
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Revenue & Collections, this position is responsible to ensure that all tax payments are processed and posted correctly to the Taxpayer's account. This includes over the counter payments, mail-in payments, telephone banking payments, online banking payments, payments made at the bank, preauthorized payment plans and will require contact with internal and external parties to resolve problems relating to tax payments (i.e. banks, lawyers, mortgage companies, business and the public). Will be required to prepare and post tax adjustment batches as it related to credits, returned payments and collection fees. Is responsible for customer service responses to general and specific tax inquiries by telephone or at the counter and maintenance of confidential information pertaining to property tax accounts. Assists with MyProperty Tax registrations. Monitors and performs reallocations as it relates to payments held in suspense. Will be responsible to consult with the Information Technology Department and provide support to Amanda Tax users. Will prepare bank deposits in accordance with policies and procedures. Maintain amiable relations with the public and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years of post secondary training in Accounting or Finance from a Community College or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of related experience in a computerized accounting environment;
- Must have experience processing a large volume of transactions;
- Must be capable of working without detailed direction or close supervision and able to interpret written instructions;
- Must possess excellent interpersonal skills and be capable of dealing with the general public;
- Knowledge of the Amanda Tax system would be considered a definite asset.
- Knowledge of the Municipal Act as it relates to property taxation or enrolment in the Municipal Tax Administration Program considered an asset;
- The physical demands analysis associated with this job indicates a light level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.