

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>TAX &amp; ACCOUNTS RECEIVABLE COLLECTOR</b>		
<b>DEPARTMENT:</b>	Finance	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543068
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.09
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Treasury and Cash Management or designate, this position will be responsible for the collection of property tax as well as the follow up and collection of corporate accounts receivable. Preparation of detailed Statement of Account and documentation substantiating the claim for the various court actions. Will also be required to follow up the enforcement of judgements and Judge's orders. Will be responsible for preparing written communications to debtors, their agents and/or their solicitors. Follow up on Collection Agency accounts. Performs related duties in respect to tax collections as provided by Municipal and Provincial Statutes. Must complete outside collections in a prompt and efficient manner. Trace returned property tax demands and notices and perform all duties involving the use of figures with accuracy. Must maintain respect for relations with the public and other employees at all times. Periodically process payments from taxpayers on accounts receivable and property taxes when necessary. Responds to general and specific accounts receivable collection inquiries by phone or at the counter. Will occasionally assist the Customer Service Clerk with answering phones, counter inquiries etc. 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 (1) one year of post-secondary education in Business from a Community College or University or Ontario Ministry of Education equivalencies; OR
- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency, plus ten (10) full-time years of experience with the Corporation of the City of Windsor in an Administrative/Secretarial/Clerical position with successful completion of all three (3) levels of the Computer Technology Certificate;
- Must have over six (6) months of work experience in direct personal and telephone collection practices;
- Must have working knowledge of Microsoft Office Word and Excel;
- Must be capable of working without detailed direction or close supervision;
- Must have superb communication and interpersonal skills;
- Working knowledge and understanding of related sections in the Municipal Act, Assessment Act and other like statues would be a definite asset;
- Knowledge of accounting procedures and concepts would also be 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.**