

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>TAX ACCOUNTING &amp; COLLECTIONS CONTROL CLERK</b>		
<b>DEPARTMENT:</b>	Finance	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543076
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.12
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Manager of Revenue & Collections, this position will be responsible to coordinate the collection and follow-up of property taxes utilizing open tax software (Amanda) as well as corporate trade accounts receivables via policies & procedures utilizing PeopleSoft Financials; responsible for the file support preparation of all related documentation associated tax & trade collections; will calculate payment plans on an ongoing basis. Operates personal computer by inputting daily & retrieving information. Based materially upon form letters, will be responsible for the preparation of written communication to debtors and/or their solicitors. Responds to general & specific tax arrears inquiries by phone and at the counter. Will transfer trade accounts to the collection agencies from time to time. Assist in the design and implementation of new systems and procedures. Will prepare account adjustments related to tax accounts as would be deemed appropriate. Will assist other areas with front counter tax inquiries, accounts payable cheque distribution etc. 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 education in Accounting or Finance from a Community College or University or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in credit investigations and the collection of accounts receivable or property taxes;
- Must be computer literate with working knowledge of the Microsoft Suite of Products, particularly Word and Excel;
- Must be able to demonstrate an advanced level of knowledge in Excel;
- Must have excellent communication skills;
- Working knowledge of the Municipal Assessment, and Tax Sales Acts and other statutes relating to the collection of outstanding accounts would be considered an asset;
- Working knowledge of Amanda and PeopleSoft Financials will 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.**