



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Taxation & Assessment Analyst

CLASSIFICATION: CUPE

DEPARTMENT: Finance

SALARY LEVEL: \$50,784.12 - \$63,470.68

LOCATION: Municipal Offices

JOB PROFILE:

Function:

Primarily responsible for the management of the Township's assessment base and ensuring the accuracy of the Assessment Roll for taxation purposes. Oversees the collection of all tax arrears and maintains a close communication with key Municipal Property Assessment Corporation (MPAC) personnel and other relevant stakeholders.

Reports to:

Manager of Revenue

Supervision Responsibilities:

None

Duties and Responsibilities:

- Protect and enhance the Township's assessment base
- Perform annual review of assessment roll to identify anomalies in assessments with respect to classifications, values, dates and timeliness
- Monitor and analyze various sources in review of assessment roll; including new Registered Plans, new construction, etc.
- Prepare and file/submit the Township's assessment appeals by the statutory deadline
- Identify the Township's assessment growth market trends, errors and anomalies and correspond with MPAC to confirm actual growth to the assessment base
- Prepare estimates of supplementary assessment, Payment-in-Lieu of taxes, assessment appeals and write offs for budget purposes
- Oversees the collection of all tax arrears
- Preparation of tax schedules for the Financial Information Return
- Ensures compliance with all relative provincial legislation relating to property taxes
- Participates as a member of the Township's Development Application Review Team (DART)

- Ability to deal courteously and effectively with all levels of staff, the public and stakeholders.
- Assumes duties of Manager of Revenue in their absence, as requested.
- Assists Finance Tax Clerks with coverage during peak season.
- Performs other related duties as assigned.

Education/Experience:

- Completion of a University Degree or Diploma in Business, Commerce, Finance, or Real Property Administration or a related discipline
- Minimum of three to five years of combined experience in the municipal assessment and tax environment
- Successful completion of the Municipal Tax Administration Program
- AIMA (Associate member of the Institute of Municipal Assessors), would be a definite asset
- Extensive knowledge of municipal finance-related legislation/regulations including the Assessment Act, Municipal Act, and property taxation
- Knowledge of the tax sale process
- Demonstrates a clear understanding of all aspects of municipal taxation and a general knowledge of municipal administration and accounting

Conditions of Employment:

- Advanced skills with MS Office (Excel, Word, Outlook) and Microsoft Dynamics GP
- Must possess a valid Class "G" Driver's License
- Exceptional communication and interpersonal skills with an emphasis on customer service
- Ability to work independently as well as in a team environment and to prioritize to meet inflexible deadlines