

King is Hiring
Finance Clerk – Tax/Water
Contract (12-month with possible extension)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Revenue/Deputy Treasurer, the Finance Clerk – Tax/Water is responsible for the following:

- Analyzes and maintains accuracy and completeness of property tax and water accounts.
- Provides proactive customer service in response to requests/queries (i.e. phone, email or walk-in) in a timely and professional manner.
- Completes analytical review procedures in the form of batch reconciliation to ensure transactional and control total accuracy by payment type.
- Completes analytical review procedures associated with qualitative aspects of tax roll and water accounts and related general-ledger accounts to ensure accuracy and completeness (i.e. account status, owners' name, linkage between tax/water account, transfers, etc.).
- Provides guidance/training relating to the processing of financial transactions and administration of tax/water accounts to ServiceKING Personnel, as required.
- Investigates unknown payments by performing trial balance and customer record analysis, as well as liaison/follow-up with the customer and/or bank.
- Records and processes payments of all forms (i.e. online, e-banking, cash, cheque, PAD, mortgage) and all types (i.e. tax, water, general, including deposits/receivables) made by customer promptly using the appropriate cash receipt quick code(s).
- Maintains and updates "Customer ID" profile and "Notes" relating to property tax and water accounts to ensure client interactions have been thoroughly documented in GP Diamond.
- Reconciles cash drawer(s) and prepares daily bank deposit in accordance with cash handling procedures and related systems of internal control.
- Processes requests for tax certificates, ensuring accuracy of legal description and special charges (e.g. sanitary sewer capital charges), status of tax deferrals and water account arrears, and follow-up with the requestor regarding details on MPAC's MC2 record.
- Updates and maintains pre-authorized debit (PAD) agreements and customer records, reconciles tax and water transfers to related sub-ledgers, coordinates file import procedures with bank(s), records and reconciles payments with corresponding general ledger accounts.
- Reconciles updates and maintains mortgage records and payments, prepares and submits mortgage journals to Financial Institutions on a timely basis, monitors arrears status on tax/water accounts, liaises with tax/water account customers and Financial Institution representatives.
- Maintains and administers ownership/name changes for tax/water accounts, in accordance with documentation received to ensure accuracy and authority of legal owner and/or their representative.
- Processes arrears letters (tax and water), including analysis and reconciliation of:
 - Tax/water accounts with the trial balance;
 - Comprehensive arrears analysis at the tax/water account level using smartlist reporting functionality in the Financial Information System; and
 - Transfer of water arrears to tax accounts as per authorizing by-law.
- Maintains customer profile record, including but not limited to mailing address(es), telephone number(s), email, etc.

- Prepares adjustments to accounts (tax/water), transfers and accounts payable requisitions, as necessary.
- Prepares and distributes tax (Interim, Final and Supplemental) and water bills (quarterly).
- Safeguards and processes post-dated cheques in accordance with due date(s).
- Maintains account accuracy of tax/water files (current and archived).
- Administers and manages payment arrangements for tax/water accounts.
- Records daily electronic banking and online payments on a timely basis.
- Proactively communicates and follows-up with bank representatives to resolve transactional discrepancies related to refund requests and returned/NSF payments.
- Prepares, reviews and submits Ministry reports in accordance with filing requirements.
- Continuously manages, analyses, reconciles and updates charges relating to property tax/water accounts.
- Provides administrative support to billing projects having special charges (e.g. sanitary sewer capital charges), including preparation of written correspondence to customers.
- Coordinates messaging on the Township's website regarding administration of finance related matters.
- Supports business improvement initiatives relating to external/internal client needs.
- Supports processing of accounts payable invoices and related tasks and receipt of accounts receivable (tax, water and misc.) payments.
- Understands MPAC's system (MC2), reviews and compares data, as needed.
- Coordinates review and update of Township user fees and charges with various departmental representatives.
- Accounts Receivable duties and back up to Finance Accounts Payable Clerk when required.
- Assists with year-end reconciliations and report preparation.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Post-secondary Diploma/Degree in a Business or Accounting related discipline.
- A minimum of three (3) years of bookkeeping, accounting and/or customer service experience, ideally with exposure to periodic billing cycles.
- Municipal Tax Administration Program (MTA) would be an asset.
- Municipal experience would be an asset.
- Above average competence in Microsoft Office Applications (e.g. Excel, Word).
- Exceptional communication and interpersonal skills with an emphasis on excellent customer service.
- Excellent verbal and written communication skills, along with good organizational and time management skills.
- General understanding of basic accounting functions.
- Requires advanced analytical and spreadsheet skills.
- Attention to detail, accuracy of work and advanced time management skills.
- Ability to work independently, as well as in a team environment.
- Ability to prioritize and meet inflexible deadlines.

Conditions of Employment:

- Work involves mental and visual concentration, with frequent interruptions.
- Must be able to deal effectively with the public and other government agencies.
- Frequent interactions with external (e.g. account holders) and internal clients (e.g. ServiceKING) in support of tax, water and miscellaneous payment enquiries.
- Must be legally authorized to work in Canada.

Wage Rate: \$37.63 per hour



Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on July 31, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King 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 Township 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.