



King is Hiring
Manager of Revenue / Deputy Treasurer

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.

The Manager of Revenue / Deputy Treasurer is responsible for the management and supervision of Revenue Division staff, including the taxation, water billing, and development charge portfolios. This role will also play a key part in ERP implementation and modernizing processes within the Finance department. This role ensures the efficient operation of the division and the delivery of friendly, courteous, and responsive service to the public. In conjunction with the Manager of Budget & Financial Reporting, this role provides support to the Chief Financial Officer & Treasurer in carrying out the functions of the Finance Department, and may assume the responsibilities of the Chief Financial Officer & Treasurer in their absence.

Reports to:

- Chief Financial Officer & Treasurer

Supervisory Responsibilities:

- Taxation & Assessment Analyst
- Finance Clerk – Tax/Water (3)

Duties and Responsibilities:

Taxation & Water billing:

- Completes interim and final billing procedures for tax purposes.
- Ensures timely collection of taxes and takes appropriate action on overdue accounts.
- Maintains the General Ledger and ensures current and accurate information through monthly reviews, analyses and reconciliations of General Ledger accounts.
- Maintains records of all security and other deposits and funds being collected on behalf of the Region and School Boards.
- Ensures Local Improvement Files are updated for inclusion in tax billings.
- Carries out or supervises all tax adjustments from ARB decision, Minutes of Settlements, Section 357 applications, etc. and ensures proper accounting entries.
- Ensures timely collection of taxes and takes appropriate action on overdue accounts.
- Administers or supervises the procedures under the *Municipal Tax Sales Act*.
- Resolves customer service escalations related to taxation and water billing.

Development Finance:

- Administers and oversees the financial administration of development charges, ensuring compliance with applicable legislation, by-laws and policies.
- Provides financial analysis, guidance, and recommendations to Township staff on the financial aspects of development agreements.



General:

- Provides leadership to staff through effective supervision, coaching, performance management, and staff development, including assignment of work, scheduling, and disciplinary processes, while ensuring adherence to Township and departmental standards, policies, and procedures.
- Improves and modernizes processes and plays a key role in ERP implementation.
- Provides assistance during year-end, audit and FIR preparation.
- Writes and presents reports to Council and attends Council, committee, management and other meetings as required.
- Assists the Manager of Budget & Financial Reporting when required.
- Assumes the role of Chief Financial Officer & Treasurer in their absence, in conjunction with the Manager of Budget & Financial Reporting.
- Other duties as assigned.

Education/Experience:

- A post-secondary degree in an Accounting or Financial program or equivalent.
- A professional accounting designation in good standing (CA, CGA, CMA, CPA).
- Minimum of five (5) years of experience in the Accounting and Finance field, preferably in a Municipal environment.
- Professional designation as a Certified Municipal Tax Professional through OMTRA or completion of the Municipal Tax Administration program would be considered an asset.
- Knowledge of the Municipal Act requirements.
- Demonstrated experience in the administration of development charges, including application of the Development Charges Act, preparation and interpretation of development charge by-laws, and oversight of development charge revenues.
- Supervisory experience in a unionized environment.
- Advanced skills and experience using Microsoft Office products.
- Demonstrated excellence in customer service, with strong interpersonal and written and verbal communication skills.
- Proven ability to interpret, analyze, and apply accounting principles, legislation, and government regulations, and to make informed decisions on complex property tax and development charge matters.
- Strong analytical, strategic thinking and change management skills, with a demonstrated aptitude for innovative problem-solving and a commitment to continuous improvement.

Conditions of Employment:

- Work involves mental and visual concentration with frequent interruptions.
- Frequent demands and inflexible deadlines that may conflict.
- Excellent verbal and written communication skills required, along with good organizational and analytical skills.
- Must be legally authorized to work in Canada.

Salary Range/Wage Rate: \$116,789 - \$142,105 (2026 Rate)

Vacancy Disclosure:

This posting is intended to fill an existing vacancy.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on April 28, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1



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.