



Rideau Lakes

EMPLOYMENT OPPORTUNITY – TAX CLERK

The Township of Rideau Lakes is seeking an individual to fill the full-time position of Tax Clerk.

POSITION SUMMARY:

The Tax Clerk performs a variety of clerical and administrative tasks related to the billing, collection, and recording of municipal taxes. This position requires attention to detail, accuracy in financial records, and frequent interaction with the public.

EDUCATION / EXPERIENCE / SKILLS TRAINING:

Education & Experience:

- Post-secondary diploma in Business Administration, Finance, or Accounting. A combination of education and experience will be considered
- Prior experience in municipal government, finance, or tax collection is strongly preferred.

Skills:

- Proficient in Microsoft Office (Word, Excel, Outlook, Teams).
- Familiarity with municipal tax software (iCity/Vadim, Municipal Connect, or other relevant systems) is a plus.
- Strong organizational and time management skills.
- Excellent communication and customer service skills.
- Ability to handle cash and financial transactions with a high degree of accuracy.

KEY RESPONSIBILITIES

- Process and record tax payments received by mail, in person, or electronically.
- Assist in the preparation and mailing of tax bills, reminder notices, etc.
- Maintain accurate and up-to-date taxpayer accounts.
- Respond to public inquiries regarding tax bills, due dates, payment options, and account status.
- Process daily electronic deposits.
- Place MPAC inquiries regarding property issues.
- Maintain the monthly preauthorized payment plan arrangements.
- Perform data entry and maintain filing systems for tax-related documents.
- Provide general administrative support to the Finance department.
- Provide coverage for the Reception/Payment Processing Clerk as required.
- Maintain confidentiality and security of taxpayer information.

The regular working hours for this position are 35 hours per week from Monday to Friday, 9 a.m. to 4:30 p.m. The annual salary range is \$51,838 to \$63,068 (Band 3 of the 2025 Pay Grid) with a comprehensive benefit package.

Applicants interested in the position should send their resume with a cover letter **no later than November 11, 2025, at 4:00 p.m.** to: **Shellee Fournier, CAO, 1439 County Road 8, Delta, ON K0E 1G0** sfournier@rideaulakes.ca. *We thank all applicants for their interest; however, only candidates to be interviewed will be contacted.*

The personal information collected will be used according to the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Rideau Lakes is an equal opportunity employer, committed to ensuring all candidates can take part in the interview process fully and equally. If contacted for employment, please advise if you require any accommodation to ensure you can take part fully and equally during the recruitment and selection process.