

TOWNSHIP OF RIDEAU LAKES JOB DESCRIPTION

JOB TITLE: TAX CLERK
DEPARTMENT: FINANCE

MAIN PURPOSE

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.

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.

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.

WORKING RELATIONSHIPS

INTERNAL: Treasurer, Deputy Treasurer, Tax Reception/Cashier

EXTERNAL: Public, assessment office, and other agencies, Solicitors

WORKING CONDITIONS

- Office environment; frequent contact with the public.
- May require sitting for extended periods and occasional lifting of up to 25 pounds.
- Regular business hours; occasional overtime during peak periods (e.g., tax due dates).