

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION – TAXATION – LOCATION – TBA)

TAX CONTROL CLERK – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Taxation, responsible for maintaining various accounting controls; daily, monthly and yearly reconciliation of the Tax Billing system and the corresponding General Ledger accounts by analyzing, summarizing and distributing tax adjustments. Co-ordinates regular pre-authorized payment plan transmissions to the bank. Adds charges to the tax roll, processes returned funds and reviews and approves Debit Authorizations received from various Financial Institutions. Processes departmental journals and adjustments.

GENERAL DUTIES

Analyzes and prepares various reconciliations for general ledger accounts.

Maintains and balances realty tax control sheet. Daily, monthly balancing of staff transactions i.e. deposits/payments, balance adjustments, etc. Matches tax billing system to daily output. Prepares journal entries to reflect daily transactions. Ensures to adhere to set timelines for month-end and year-end closing.

Maintains pre-authorized payment control; balances and approves pre-authorized payment transmissions to the bank. Ensures to adhere to set timelines for scheduled transmissions of the 5 pre-authorized payment plans.

Balances tax levy billings such as special charges and locals, etc. – encroachments, boulevard parking, lead pipe programme, etc.

Liaise with other departments to add charges to the tax roll (i.e. water arrears, various MLE and property standard charges, POA fines, outstanding Accounts Receivable invoices, etc). Prepares adjustments to set up and/or remove charges and related admin fees, generates letters.

Processes adjustments and journals for city owned and payment-in-lieu of taxes properties. Works with Assessment and Appeals staff to ensure tax roll account balances are cleared in a timely manner.

Processes returned cheques (i.e. NSF, stop payment, etc).

Reviews, approves and processes debit authorizations received from various financial institutions.

Receives and answers inquiries from public, staff, other departments, lawyers and financial institutions.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge of accounting and related financial reporting requirements typically acquired by the completion of courses in business/accounting and/or a combination of equivalent education and related work experience.
2. Previous related municipal experience in a computerized accounting environment.
3. Previous Municipal Property Tax experience.

4. Experience in a computerized environment. Proficient working knowledge of Microsoft Office e.g. Outlook, Word, Excel and database software. Must be able to create, manipulate and reconcile data within spreadsheets.
5. Excellent oral and communication skills.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
