

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(TAXATION DIVISION – TAXATION ACCOUNTING & REVENUES SECTION – LOCATION – CITY HALL)

SENIOR TAX ANALYST

SUMMARY OF DUTIES:

Reporting to the City Tax Collector, conduct feasibility studies, design and direct implementations of computer-based systems to serve operating or information needs, in the Revenue Division.

GENERAL DUTIES:

Consult with all levels of financial personnel and offer advise or recommendations on existing or proposed systems applications.

Prepare presentations of proposed new systems, methods, equipment, etc., (to interested levels of staff and management) and promote improved concepts.

Design new or revised systems to meet operating or information needs of the Revenue Division.

Responsible for implementation of systems, including all documentation, testing, staff training, etc.

Prepare systems and/or programming specifications for systems to be implemented. Monitor progress and assure implementation according to specifications.

Be familiar with the state-of-the-art, as related to system methods and equipment, including spreadsheet and database software for personal computers.

Perform such other duties, as may be assigned by the immediate supervisor, which are directly related to the normal job function.

QUALIFICATIONS:

1. A Computer Science degree or a Certificate in Data Processing and an accounting designation or MBA, or equivalent experience.
2. Proven experience in feasibility studies, design and implementation of financial systems for a medium scale computer configuration.
3. Proven knowledge of the capabilities of various pieces of computer hardware and language.
4. Proven ability to work with all levels of management and to promote improved concepts.