

## CITY OF HAMILTON

### CORPORATE SERVICES DEPARTMENT

(TAXATION DIVISION - TAX ACCOUNTING – LOCATION – 71 MAIN ST. W., 1<sup>ST</sup> FLOOR)

### APPEALS/REGISTRATION OFFICER - CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Manager, Tax Accounting. Calculates, processes and maintains annual summaries of taxation adjustments as a result of assessment or tax appeals. Performs clerical and administrative duties with respect to the Tax Registration process.

#### GENERAL DUTIES

Monitors tax registration process in accordance with the directives as outlined in The Municipal Tax Sales Act.

Researches and gathers information from appropriate sources (ie. Ontario Property Tax Association, Municipal Property Assessment Corporation (MPAC), Vailtech Tax System and GISNet (Geographic Information System) for mapping).

Liaises with Ontario Property Tax Association, Municipal Property Assessment Corporation, consulting firms, mortgage holders, etc.

Inputs assessment and tax appeal information into tax database and calculates associated tax reduction as required.

Calculates and inputs adjustments to tax accounts as a result of appeals, including but not limited to amendments to penalty and interest, Business Improvement Area levies and non-metered water charges.

Calculates capping and phase-in adjustments due to assessment changes.

Maintains annual summaries of appeals capturing assessment loss, adjustment type and amount, application year, school support, etc.

Issues amended tax bills as required.

Processes cheque requisitions for appeals resulting in overpayments.

Conducts execution/writ searches and title sub-searches (obtaining abstracts and documents) in Teraview and Land Registry System.

Reviews and analyzes title abstracts and documents to obtain pertinent information. Compiles summaries of pertinent information for subsequent document preparation.

Prepares for signature and registers various legal documents and forms including Certificate of Tax Arrears and Tax Arrears Cancellation Certificates as per Municipal and Government guidelines.

Conducts online Corporate Searches and produces Corporate Profile Reports on a Provincial and Federal level.

Processes and mails tax registration documentation as required and in accordance with the Municipal Tax Sales Act.

Prepares correspondence as required.

Receives, maintains and monitors payment arrangement schedules on tax arrears accounts.

Processes annual and as required notifications to property owners subject to the tax registration process.

Reconciles appeal summaries to general ledger.

Receives and answers inquiries from staff, bank and the public on tax registration process, tax appeal processing and providing explanations of adjustments through tax appeals to tax accounts.

Provides clarification to all front line Tax and Customer Service staff on tax appeals, capping, registration and tax arrears.

Works in accordance with the provision of applicable Health and Safety legislation and all City of Hamilton corporate, departmental and divisional policies and procedures related to Occupational Health and Safety.

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

### **QUALIFICATIONS**

1. Demonstrated knowledge of basic business accounting and math concepts normally acquired through the completion of a post secondary diploma in business accounting or business program and/or equivalent combination of education and work related experience.
2. Demonstrated ability in conducting title searches with Teraview and Land Registry Systems.
3. Demonstrated knowledge of accounting procedures in a computerized environment with demonstrated ability to calculate tax adjustments.
4. Good analytical skills to monitor tax accounts.
5. Excellent written and oral communication skills.
6. Experience in a computerized environment. Working knowledge of Word, Excel and database software. Ability to input data at an acceptable speed. Ability to manipulate data within excel spreadsheets.
7. Working knowledge of Tax Legislation with municipal Tax Experience preferred.