

# CITY OF HAMILTON

## CORPORATE SERVICES DEPARTMENT (TAXATION DIVISION)

### FINANCIAL TAX ANALYST

#### SUMMARY OF DUTIES

Reports to Manager, Tax Accounting. Analyzes and reconciles tax accounts receivable, bank deposits, accounts payable cheques to the general ledger, tax administration of the Charitable Rebate program, Enterprise Grant program and tax apportionment of land severances.

#### GENERAL DUTIES:

Acts as a resource person when dealing with bankruptcies involving water and sewer arrears.

Analyzes and itemizes the breakdown of the arrears involving water and sewer arrears.

Completes the required Secured Creditors Claim.

Provides support to management and solicitors when addressing/negotiating the arrears issues.

Researches and compiles necessary back-up as required.

Writes reports to Council, composes correspondence, compiles statistics.

Creates and sets up new property roll numbers on the Tax Billing System based on information provided by the Municipal Property Assessment Corporation (MPAC).

Examines, analyzes and reconciles the tax accounts receivables, bank deposits and accounts payable cheques to the general ledger.

Identifies variances and/or determines errors, from above, made in processing from various sources (Tax, Accounts Payable, Accounts Receivable, General Ledger) and initiates corrective measures and changes in procedures to prevent future errors.

Receives and answers enquiries from taxpayers, staff and MPAC staff.

Liaises with staff as to correcting adjustments/journals that may be required.

Processes monthly journals to reallocate the deposits to the tax accounts receivable account.

Identifies variances pertaining to the deposits and liaises with staff to carry out corrective action as required.

Runs financial reports through computerized financial accounting system (retrieves journal information, runs general ledger activity reports, runs queries to accounts payable and general ledger transaction details).

Analyzes reports and reconciles data with minimal direction.

Evaluates and analyzes Charitable Rebate applications. Creates excel spreadsheet and calculates the rebate entitlements. Compiles correspondence and issues refunds to charities and non-profit organizations.

Processes journals to chargeback the School Board for the Charitable Rebate and Veteran Rebate programs offered by

the City of Hamilton.

Evaluates Severance Information Forms provided by MPAC. Determine apportionment eligibility per Municipal Act. Research, analyze and compile reports to Council. Adjust tax rolls once Council approval has been granted.

Creates and maintains accounting records for Enterprise Grant Programs for condominiums. Calculates the initial tax base for each condominium unit, records initial condominium ownership information, calculates the amount of the grant using applicable formulas, records administration fees, maintains annual and cumulative totals for the program.

Reviews grant entitlements quarterly to ensure eligibility in the Enterprise Grant Program.

Processes monthly preauthorized payment transmissions to the Royal Bank as required.

Reviews and processes manual batch payments so it can be posted to the taxpayers' account as required.

Conducts daily and month end processing on Vailtech (tax billing system) as required.

Performs other duties as assigned which are directly related to the responsibilities of this position.

**QUALIFICATIONS:**

1. Knowledge of accounting procedures normally acquired through the completion of a Community College Diploma in Business Administration or General Accounting courses or an equivalent combination of education and relevant work experience.
2. Completion of Level 1 CMA or CGA together with completion of Level 2 Accounting courses.
3. Experience in a computerized environment. Detailed working knowledge of MS Office XP (Word, Excel and database software).
4. Demonstrated knowledge and thorough understanding of a computerized accounting program including General Ledger Reporting Foundation, General Ledger set-up, GL Query and GL Journal Creation. Knowledge of PeopleSoft Financial would be considered an asset.
5. Must have the ability to communicate orally and in writing with staff, members of the public, elected and appointed officials.
6. Demonstrated ability to create spreadsheets and manipulate data in MS Excel.
7. Demonstrated ability to analyze accounting transactions and work with a minimum of supervision.
8. Municipal accounting experience is preferred.