



## INTERNAL EMPLOYMENT OPPORTUNITY

**POSTING DATE:** March 20, 2019

**CLOSING DATE:** March 27, 2019

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<b>JOB TITLE:</b>	Taxation Administrator
<b>DEPARTMENT:</b>	Corporate Services
<b>FULL/PART TIME:</b>	Full-Time
<b>STATUS:</b>	Permanent
<b>RATE OF PAY:</b>	\$28.47 per hour
<b>HOURS OF WORK:</b>	Monday to Friday (8:00am – 4:00pm)
<b>COMPETITION NUMBER:</b>	COR- 2019-14-IN

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### **DUTIES:**

Under the general supervision of the Manager of Finance, the Taxation Administrator performs duties and maintains records applicable to the taxation accounts of the City.

### **QUALIFICATIONS:**

Experience in municipal taxation supplemented by the successful completion of an accounting/business program from a recognized post-secondary institution; or sufficient qualifications as determined by assessment.

### **TO APPLY:**

Complete an Application for Promotion or Transfer (saved in Shared directory under “[HR Information\Forms](#)” folder) and provide a cover letter and current resume indicating the position you are applying for by 4:00 p.m. on the closing date, referencing the competition number, by email: [recruitment@mountpearl.ca](mailto:recruitment@mountpearl.ca) or delivered to Human Resources, 3 Centennial Street, Mount Pearl, NL A1N 1G4.

For a complete job description and qualifications please refer to the City website at [www.mountpearl.ca](http://www.mountpearl.ca).

**Safety Begins with ME!**

## **JOB DESCRIPTION**

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<b>POSITION TITLE:</b>	<b>TAXATION ADMINISTRATOR</b>
<b>DESIGNATED SUPERVISOR:</b>	<b>Manager of Finance</b>
<b>DEPARTMENT:</b>	<b>Corporate Services</b>

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### **SUMMARY OF FUNCTIONS:**

Under the supervision of the Manager of Finance, the Taxation Administrator performs duties and maintains records applicable to the taxation accounts of the City.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Perform all duties relating to the maintenance of the assessment roll through the supplementary process; liaise with the Municipal Assessment Agency; calculate, prepare and input all data compiled during this process for property and business accounts; and prepare supplementary property and business occupancy tax bills.
- Maintain taxation and accounts receivable records; receipt payments, calculate tax amounts as required; prepare various interim bills for tax and miscellaneous accounts.
- Prepare correspondence relating to tax inquiries, quotes and certificates; update related records as required; liaise with law firms and mortgage companies regarding the status of taxes, deferred levies, etc.; check and ensure all monies due are paid and title is clear.
- Maintain records and prepare invoices for deferred service levies and frontage assessments, non-profit and other tax incentives, water meter readings and gross revenue tax.
- Answer main line to City providing information on city wide queries, redirect calls to other departments as required.
- Answer inquiries relating to accounts receivable, tax accounts, deferred service levies, as well as fees and charges.
- Prepare information for the annual budget including taxation revenue and various tax exemptions.
- Perform back up for other positions in Finance as required.
- Maintain and retrieve information in accordance with the requirements set forth by the Access to Information and Protection of Privacy Act, 2015, and City information management policies and procedures.

### **NOTE:**

The above statement reflects the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the duties of the job.

### **QUALIFICATIONS:**

Experience in municipal taxation supplemented by the successful completion of an accounting/business program from a recognized post-secondary institution; or sufficient qualifications as determined by assessment.

- Knowledge of accounting procedures, related practices and procedures.

## **JOB DESCRIPTION**

- Knowledge of computerized accounting and programs such as MS Office Suite, email, etc.
- Skill in accuracy and attention to detail.
- Demonstrated organizational skills.
- Ability to communicate effectively with members of the public in a responsible and professional manner.
- Ability to establish and maintain cooperative and productive working relationships.
- Ability to contribute as a team player with personal commitment to the City's mission, values and guiding principles and safety.
- Ability to be bonded and maintain bondability



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Chief Administrative Officer

June 1, 2018