

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

TAX OFFICE SUMMER SUPPORT *Finance Department*

Overview

The Tax Office Summer Support position is responsible for supporting the revenue functions for the Municipality ensuring all process and procedure programs for billing and collection of property taxes, utility and all other revenues comply with County policies, the Municipal Government Act as well and other relevant legislation.

This position reports to the Director of Finance.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Customer Service Orientation

Communication

Accountability

Key Responsibility Outcomes

The following is a general outline of duties and responsibilities of the position and is not intended to be all-inclusive or limit the Director of Finance to expand the functions or to assign additional responsibilities.

- 1) The employee supports the tax office and Finance Department in carrying out all assigned responsibilities including:
 - Collecting tax and utility payments;
 - Assisting with the preparation of tax and utility bills, arrears notices and other revenue related items and functions (i.e.; monthly interest calculations, monthly various account reconciliations, etc.);
 - Responding to public inquiries clearly, accurately and respectfully;
 - Assisting the public and organizations in preparation of all necessary forms for the Provincial Tax Rebate for Senior Citizens and Municipal Low Income Tax Exemption applications;
 - Updating and maintaining municipal databases with information from other partners and external agencies as needed in accordance with operational procedures and by-laws, PVSC, UARB and the MGA;
 - Providing relief to the receptionist during lunch and breaks;

- Other duties as assigned.
- 2) The employee is responsible to work and always apply all of the safety tools, resources and policies and procedures leading to a safe working environment for citizens and team members and others.
- Work is executed in a safe manner in accordance with organizational and other legislated Occupational Health and Safety policies, procedures, regulations, guidelines and/or standards.
- 3) The employee maintains and observes all team, department and organizational standards as assigned, or arises from duties
- All work is undertaken in a manner that recognizes and respects other team members and members of the public, as per County policies.

Qualifications

Two year certificate program at Community College. Additional related post-secondary is considered an asset.

Two - three years experience in a similar position.

Ability to use Microsoft products, Outlook, Word, Excel.

Verbal communication skills

Excellent customer service and interpersonal skills.

Criminal Record Check

Occupational Health and Safety courses in: WHMIS, First Aid and CPR as well as other OHS training and certification as required for assigned tasks.

Terms and Conditions of Employment

The Municipality has an approved hourly rate of pay for this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.