



THE CORPORATION OF
THE TOWNSHIP OF BROCK
IN THE REGIONAL MUNICIPALITY OF DURHAM

1 CAMERON ST. E., P.O. BOX 10, CANNINGTON, ONTARIO L0E 1E0 (705) 432-2355

**IS SEEKING THE SERVICES OF A FULL-TIME
TAX COLLECTOR**

The Corporation of the Township of Brock, with a population of 12,000, is primarily a rural municipality situated on the shores of Lake Simcoe. The municipality is home to three urban centres (Beaverton, Cannington, Sunderland), hamlets, rural, and shoreline residential areas. Reporting to the Treasurer, the Tax Collector is responsible for the overall administration of the collection of taxes for the municipality in accordance with applicable provincial legislation. Specifically, the Tax Collector will be responsible for the following:

- input of tax rates to prepare and issue interim and final tax bills based on 4 collection dates as well as supplementary tax bills;
- process tax payments received and posts same to the tax roll ledger;
- process charity, senior citizen and other rebate adjustments;
- issue tax certificates as requested;
- liaise with property owners and/or agents with respect to ownership/mortgage company changes;
- process adjustments to assessment, inclusive of capped properties, as received by MPAC and/or the ARB;
- extensive liaison with MPAC on all property taxation/assessment matters;
- preparation of required reports and by-laws for the approval and enactment by Council; and,
- administer all facets of the municipal tax sale provisions of the Municipal Act inclusive of title searches, preparation of legal documentation, and conduct of the sale;

The ideal candidate will have the following minimum qualifications:

- 5-7 years of experience directly related to taxation and assessment matters;
- successful completion of the Municipal Tax Administration Program (MTAP);
- a working knowledge of property tax billing/collection and property assessment matters based on your demonstrated experience;
- a comprehensive understanding of the relevant statutes applicable to this position including the Municipal Act and Assessment Act;
- an operating knowledge of computer software relative to this position;
- excellent interpersonal skills including the ability to communicate with the public in a professional and courteous manner;
- excellent oral and written skills together with the ability to be meticulous and detail-oriented;

The Township of Brock is prepared to offer the ideal candidate a competitive salary, commensurate with experience and qualifications, a comprehensive benefits package and annual training opportunities. Interested applicants are invited to submit a covering letter and resume, marked confidential, by no later than 4:30 p.m. on **Friday, August 26, 2011**.

Thomas G. Gettinby, MA, MCIP, RPP, CMO
CAO & Municipal Clerk
tgettinby@townshipofbrock.ca

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.