

CORPORATION OF THE TOWN OF AYLMER

TAX COLLECTOR/DEPUTY TREASURER

The Town of Aylmer is seeking candidates for the position of Municipal Tax Collector/Deputy Treasurer. We are looking for a results oriented individual who is committed to professionalism, teamwork and excellence in tax collection and accounting procedures. Reporting to the Director of Finance, the Tax Collector/Deputy Treasurer is an integral part of the Town's Management Team.

The Tax Collector/Deputy Treasurer carries out a broad range of legislated responsibilities and other tasks including municipal tax and assessment administration and tax collection. This position will act in the absence of the Director of Finance and assist with the annual business plan and budget process for the Town.

The preferred candidate should have:

- Post secondary education (Diploma/Degree) in accounting or finance.
- A solid understanding of municipal taxation and assessment legislation and related municipal policies and procedures and the demonstrated ability to carry them out in a timely manner.
- Municipal finance and capital /operating budget experience.
- Highly proficient computer skills including municipal related software.
- Capital Asset management accounting experience an asset.
- AMCT and CMTP designations an asset.
- Previous experience maintaining computer network system an asset.
- Payroll administration and general ledger analysis experience an asset.
- Strong communication skills, both oral and written, combined with superior organizational/analytical skills.

The Municipality offers a competitive benefit package.

2011 Salary Range: \$55,582 - \$69,487

Confidential resumes will be accepted until **January 4, 2012** by mail, fax or email. (No phone calls will be accepted) Please clearly indicate the position you are applying for.



Proud Heritage. Bright Future.

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We thank all applicants and advise only those selected for an interview will be contacted.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act*, R.S.O., c.M.25, and will be used for the purpose of candidate selection.