

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier centre for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. As an Employee Recommended Workplace, employees enjoy a number of benefits including: competitive wages, employee assistance program, social and wellness committees, and access to numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

Reporting to the Supervisor of Property Tax & Utilities, the Property Tax Analyst is responsible for support of property taxation and related operations, assisting with financial systems maintenance for the property tax module, and for providing technical guidance to the public regarding property assessments and taxation. Key duties and responsibilities include property tax billing and collections, maintenance and reconciliation of the Tax Collector's and Assessment Rolls, preparing property tax adjustments and maintenance of all tax roll accounts.

The preferred candidate will have a Community College Diploma in Real Property Administration, or University degree in related discipline, successful completion of the Municipal Tax Administration Program of the Ontario Municipal Tax & Revenue Association (OMTRA) and a minimum of one (1) years' experience within a municipal Finance Department including tax collection and customer service. Previous experience with accounting software: Vadim considered an asset. Ability to develop and operate complex financial models and scenario/what if analysis. Thorough working knowledge of municipal financial legislation/regulations including the Municipal Act, Assessment Act, Public Utilities Act, of contemporary financial/tax issues facing local government in Ontario and municipal financial operations/administration in general. Computer literacy utilizing the Microsoft Office Suite (Word, Outlook, Excel, PowerPoint). Excellent interpersonal, organizational, analytical, problem-solving, communication, research, and financial and time management skills. Strong written and verbal communication skills including presentations and public speaking. Ability to deal with difficult and/or sensitive situations in assisting residents with financial and/or personal challenges. Exceptional organizational skills to manage changing and competing priorities. Excellent interpersonal and communications skills. Self-motivated, goal-oriented individual capable of working in a dynamic and challenging environment. Demonstrated ability to build strong relationships with managers and staff, and internal alliances/partnerships; to foster amicable relationships with employee groups; to align departmental programs/services with corporate goals and objectives and to champion the mission and values of the Town.

Salary Range: Band 5: \$62,262 - \$73,239

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is June 2, 2023

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.