



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for a full time position of Assistant to the City Treasurer in the Finance Division of the Corporate Services/Legal Department.

DUTIES

- Billing of property taxes, including tax billing calculation, reconciliation and preparation of bills. Track billing changes, including schoolboard portions and prepare the Tax Reconciliation for Financial Information Return (FIR) purposes. Mail out tax over due notices at year-end.
- Assist with preparation of Budget documents for deliberation and prepare the Tax Levy By-Law.
- Maintain and track records of legal deposits, securities (including Letters of Credit) and Development Charge Deferred Payment Agreements for developers. Draft correspondence for reductions and cancellations.
- Coordinate the development and documentation of procedures and policies for the Division including the FIS system.
- Provide backup time-keeping and staff scheduling.
- Provide administrative support to the insurance claims management system.
- Maintain donation records, balance and issue of tax receipts; preparation of annual Statement of Treasurer for expenses paid to Council and Board members.

QUALIFICATIONS

- Two year Community College diploma in Business Administration or Finance and Accounting.
- Municipal Tax Administration Certificate and AMCTO Municipal Accounting Certificate an asset.
- Minimum two years working experience in a municipal financial and property tax environment.
- Excellent organizational, judgment, communication, interpersonal, supervisory and budgeting skills with ability to work in a team setting.
- Working knowledge of the TOMRMS/SIRE filing system.
- Excellent computer skills using MS Office applications, including Word, Excel, e-mail and the internet.

Compensation for this position is Category 3, \$57,899 to \$67,734 pursuant to the salary schedule for Exempt employees for a 35 hour work week, plus a comprehensive benefits package. Interested applicants are invited to submit their resumes in (MS Word or PDF format) in confidence by March 27, 2020 at noon to:

Lori Bolton, CHRL,
Director of Human Resources,
City of Orillia
50 Andrew Street South, Suite 300,
Orillia, ON L3V 7T5
Email: lbolton@orillia.ca Fax: 705-325-5904

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.