

**TOWNSHIP OF ST. CLAIR**

**JOB POSTING for**

**Temporary Vacancy**  
**Tax Assistant – Regular Part Time**

**POSITION:** Tax Assistant – Regular Part Time  
Treasury Department

**PAY SCALE:** Entry Level - \$19.27 – Job Rate \$23.81

**DATE POSTED:** January 17, 2019

**APPLICATIONS:** Applications will be received by the undersigned  
until:

**4:00 p.m., Friday, January 25, 2019**

Attached, please find the Position Description

Charles Quenneville  
Treasurer, Township of St. Clair  
cquenneville@twp.stclair.on.ca



## POSITION DESCRIPTION

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### **POSITION TITLE:**

Tax Assistant (Part-Time)

### **REPORTS TO:**

Deputy Treasurer/Coordinator of Accounting

### **POSITION SUPERVISES:**

### **BASIC FUNCTION:**

Under the direction of the Deputy Treasurer/Coordinator of Accounting, this person shall be responsible for assisting the Senior Tax Clerk and Tax Collector in various property tax duties. This person would help in the bank reconciliation and other duties as assigned.

### **PRINCIPLE RESPONSIBILITIES:**

1. Assist in the provision of information to taxpayers, external customers.
2. Receive/process municipal payments (general, taxes, utilities etc.)
3. Process mail receipt and attend the front counter.
4. Help process telephone payments and electronic fund transfers.
5. Assist in the handling of phone calls from ratepayers and external customers.
6. Assist the Senior Tax Clerk and Tax Collector in various other tax duties (i.e. maintain roll changes via MPAC/lawyers, program local improvements, maintain mortgage changes etc.)
7. Coordinate with the County of Lambton Court Services Department in the collection of unpaid fines.
8. Keep track of gas and oil lease payments.

9. Assist the Clerk's Department in processing mail, answering telephone and counter inquiries.
10. Assist in processing A/P invoices/cheques as requested.
11. Other duties as assigned from time to time.

**EDUCATION:**

Secondary School diploma in a related field.  
Knowledge of office software programs and accounting.

**REQUIRED EXPERIENCE:**

Minimum 1-year experience in a similar municipal setting.  
Good oral and written communication skills.

**INITIAL APPROVAL:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
CAO

**DATE REVIEWED:**