



is currently accepting applications for

Tax Clerk

The Township of Guelph/Eramosa is currently seeking a motivated professional with a strong focus on customer service to fill a permanent, full time position of Tax Clerk.

Reporting to the Manager of Finance, the primary job responsibilities for this position are: providing customer service to any property tax matters; assisting in collection and administration of tax arrears; processing daily payments into Keystone Property Taxation System; and reconciliation of receipts and daily cash, as well as preparing bank deposits.

Qualifications:

- Post-secondary diploma or degree in Finance and Accounting or related discipline; or an equivalent combination of education and experience;
- Completion of or enrollment in the Municipal Tax Administration Program (MTAP);
- Strong computer skills with a good working knowledge of Microsoft Work, Excel, Outlook and Keystone Property Taxation System;
- Ability to multi-task and prioritize tasks;
- Excellent customer service and communication skills.

The salary range for this position is \$24.54 to \$28.54 per hour (2016 Rates).

How to Apply: Send your cover letter and resume outlining your qualifications by email to: humanresources@get.on.ca or by mail/in person to 8348 Wellington Rd 124, Rockwood, ON, N0B 2K0. A complete job description can be found on our web site at <http://get.on.ca/town-hall/employment.aspx>

**Applicants are invited to submit the required information,
no later than **12:30 p.m., Tuesday January 3, 2017.****

The Township of Guelph/Eramosa is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all applicants, but only candidates selected for an interview will be contacted.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.