



King is Hiring Finance Clerk – Tax/Water

King Township is seeking applications from qualified individuals for the position of Finance Clerk – Tax/Water. With a population of approximately 26,000, King Township is a mostly rural community located 20 minutes north of Toronto in the Regional Municipality of York.

Reporting to the Manager of Revenue this position is responsible for the following:

- Recording over the counter payments made by customers (i.e. tax/water bills or misc.).
- Recording all payment types including: cheque/cash/debit/credit, fax, online, eBanking and eDeposit.
- Reconciling cash drawer and preparing daily bank deposit.
- Responding to taxpayers queries (phone, email or walk-in) in a timely and professional manner.
- Preparation and mailing of tax and water bills.
- Preparing tax certificates on a timely basis.
- Maintenance of mortgage records, preparing mortgage journals to send to Financial Institutions and recording/reconciling payments received.
- Maintaining customers' records (i.e. mailing address, telephone number, email, etc.).
- Updating pre-authorized agreement received from customers, transferring data files to bank (water and tax) and recording/reconciling related payments.

The successful applicant will possess:

- Community College Diploma in Business or Accounting.
- Have a minimum of two (2) years of bookkeeping or accounting experience, ideally with exposure to periodic billing cycles.
- Knowledge of Microsoft Applications (i.e. Excel, Word).
- Possess excellent customer service skills.

Yearly salary range: \$46, 259 - \$57, 833 (under review) plus a comprehensive benefit package.

This is a unionized position and as such the successful candidate will be required to maintain active status as a member of the Canadian Union of Public Employees (Local 905.23).

Qualified candidates are requested to forward their resume by September 26, 2019 to:

Human Resources
2585 King Road
King City, Ontario
L7B 1A1
E-Mail: hr@king.ca

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

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Township of King 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 Township 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.