



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Finance Clerk – Tax/Water	<b>CLASSIFICATION:</b> Union, Full-Time
<b>DEPARTMENT:</b> Finance	<b>SALARY LEVEL:</b> \$46, 259 - \$57, 833 (under review)
<b>LOCATION:</b> Municipal Centre, 2585 King Road, King City	

### JOB PROFILE:

#### Function:

Provides superior customer service to external and internal clients. Responsible for recording all payments types (i.e. tax/water/misc.); preparation and mailing of tax/water bills, maintenance of pre-authorized debit (PAD) agreements and mortgage records; management of data file transfers for PAD and mortgage payment processes and reconciles cash drawer.

#### Reports to:

- Manager of Revenue

#### Supervision Responsibilities:

- None

#### Duties and Responsibilities:

- Records over the counter payments made by customers (i.e. tax/water bills or misc.).
- Records and processes all payment types including: cheque/cash/debit/credit, fax, online, eBanking and eDeposit.
- Reconciles cash drawer and prepares daily bank deposit.
- Responds to taxpayers queries (phone, email or walk-in) in a timely and professional manner.
- Prepares tax certificates on a timely basis.
- Maintenance of mortgage records, prepares mortgage journals to send to Financial Institutions and records/reconciles payments received.
- Maintains/processes names and ownership changes to customer accounts.
- Maintains customers' records (i.e. mailing address, telephone number, email, etc.).

- Updates pre-authorized agreement received from customers, transfers data files to bank (water and tax) and records/reconciles related payments.
- Preparation and mailing of tax and water bills.
- Records post-dated tax and water cheques.
- Maintains treasury files and tax roll files on a timely basis.
- Records daily electronic banking payments from various financial institutions.
- Processes adjustments for tax and water accounts.
- Processes returned/NSF items i.e. cheques.
- Other duties as assigned.

**Education/Experience:**

- 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).

**Conditions of Employment:**

- Requires exceptional communication and interpersonal skills with an emphasis on customer service.
- Work involves mental and visual concentration with frequent interruptions.
- Requires excellent verbal and written communication skills required, along with good organization and general bookkeeping skills.
- Must be able to deal effectively with the public and government agencies.
- Requires excellent computers skills in word processing and spreadsheets.
- Ability to work independently as well as in a team environment and to prioritize to meet inflexible deadlines.

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

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_