



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
FINANCE DEPARTMENT
TEMPORARY REVENUE SERVICES SUPERVISOR/TAX COLLECTOR
FILE #: 2019-33**

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **Temporary Revenue Services Supervisor/Tax Collector** for the duration of approximately one year. Reporting directly to the Director of Finance, the Revenue Supervisor/Tax Collector provides leadership to the Revenue Services section of the Finance Department. Responsibilities include leading and supervising all assessment, tax billing, tax policy, ensuring compliance with all relevant provincial legislation, customer service, accounts receivables, Provincial Offences Administration, water and wastewater account inquiries, and miscellaneous revenues and collections functions. Manages financial and human resources, participates in hiring and performance management; responds to out of the ordinary customer complaints and queries.

The ideal candidate will possess the following qualifications:

- Post-secondary education or university degree in Commerce, Accounting or Finance or a related discipline combined with at least three (3) to five (5) years progressively responsible experience in the Municipal field.
- Working knowledge of the Acts, Regulations and By-laws governing the statutory duties of the Tax responsibilities of the Municipality.
- Thorough knowledge of financial, accounting and auditing principles and practices, applicable legislation/regulatory standards, provincial grant processes, property taxation, budget formulation including management, and local government functions and responsibilities.
- Strong oral and written communication skills including superior report writing and the ability to present complex financial information in an understandable format and manner to non-financial stakeholders.
- Superior computer proficiency/literacy is required, specific with MS Software (Word, Excel, Outlook, and Financial Management applications).
- Demonstrated ability to work independently in a high transaction department with a high degree of accuracy and reliability.
- The willingness to take courses related to the aspects of the position.

The current annual salary range for this full time position is \$80,042 to \$97,258, plus 4% in lieu of vacation as per Band 6 of the Non-Union By-Law. Please submit your application prior to **4:00 pm on June 21, 2019** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.