



The Township of West Lincoln is seeking a *Property Tax and Payroll Coordinator*

The Township of West Lincoln is a picturesque and progressive municipality, located at the westerly end of the Niagara Peninsula within the Regional Municipality of Niagara. Our largest urban area, Smithville, is located halfway between the City of Hamilton and the City of St. Catharines. With a population of approximately 16,000, and a land area 387.02 sq.kms, West Lincoln is proud to have the largest geographical area in the Niagara Region! The Township of West Lincoln is a mix of a rural and urban setting in a unique local economy that blends residential, industrial, commercial and agricultural properties. Known as a thriving community that offers an excellent way of life, facilitates opportunities, and has a strong sense of community, the Township prides itself in providing responsive and friendly customer experiences.

The Township of West Lincoln is currently seeking a highly motivated individual to fill the position of **Property Tax and Payroll Coordinator**.

Reporting to the Manager of Finance/Deputy Treasurer, the Property Tax and Payroll Coordinator is responsible for coordinating the property taxation and payroll functions for the Township. This role ensures an efficient and accurate property taxation process. In addition, this position is also responsible for the administration of the payroll process, adhering to all relevant legislation. This role ensures compliance with legislative requirements, provides excellent customer service, and supports financial operations through accurate data maintenance and reporting.

The ideal candidate will possess 3-5 years of experience in property tax and payroll administration within a municipal setting. Candidates should hold a Post-Secondary Degree or Diploma in Business, Accounting or Commerce. Further, this role requires the successful completion of, or actively enrolled in, the Municipal Tax Administration Program (MTAP). Additionally, completion of the Payroll Compliance Practitioner Program through the National Payroll Institute will be considered a valuable asset.

The Municipality offers a competitive salary, a comprehensive benefits package and registration with OMERS pension. The wage for this position is set at \$39.32 to \$48.24 hourly. This is a permanent full-time position working 35 hours/week/1820 hours yearly. This position will be supported primarily in office.

Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **4:30pm on Tuesday April 15, 2025** to:

Human Resources

Email: recruitment@westlincoln.ca

Please put 'Property Tax/Payroll' in the subject line of the email

A detailed Job Description can be found on our website at:

<https://www.westlincoln.ca/en/township-office/jobs.aspx>

We thank all applicants, however, only those selected for an interview will be contacted.

The Township of West Lincoln is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of West Lincoln's Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection can be directed to the Human Resources Department.