



Position Synopsis and Purpose (A position overview and how it connects to the big picture)

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.



Major Responsibilities (What this position does and how they allocate their time)

Description	Approx Time Spent (%)
<p>Administration</p> <p>Payroll Functions</p> <ul style="list-style-type: none"> Responsible for all aspects of the payroll system, including maintenance of accurate electronic and paper payroll files, following government regulations in all instances. Act as Administrator of payroll time entry system, including employee set-up, system monitoring, and ensuring completeness of time entry. Review accuracy of outside worker timesheet entry, as prepared by unionized staff. Lead bi-weekly payroll process, through calculating employee pay in accounting system, in accordance with relevant legislation. Oversee and review payroll source remittances to ensure their accuracy and filing deadlines are met. Maintain integrity and accuracy of payroll database system, including processing of employee information changes in relation to policies, legislation, or collective agreements. Administer group benefits as they pertain to payroll, through accurately calculating premiums and deductions, verifying proper reporting of taxable benefits, and reconciling against the vendor invoice and general ledger. Process annual payroll T4/T4A forms, ensuring appropriate reconciliation of payroll financial information. Prepare all related statutory obligations, such as Records of Employment. Prepare year-end reconciliation working papers to support annual reporting requirements such as OMERS pension, Public Sector Salary Disclosure, WSIB, and EHT remittances. <p>Property Tax Functions</p> <ul style="list-style-type: none"> Maintain tax revenue system including billings, collections, and analysis required for both internal and external reporting. 	70%

Description	Approx Time Spent (%)
<ul style="list-style-type: none"> • Coordinate, implement and reconcile Township Assessment Roll. • Prepare and administer the annual tax rates based on the Council-approved budget, including preparation of final tax by-laws. • Responsible for the production of interim, final, Payments in Lieu and supplementary tax bills, while ensuring compliance with legislative requirements. • Maintain and oversee integrity of property tax customer accounts, through ensuring accuracy of severance processing, ownership title and mortgage company changes, in conjunction with unionized Finance Division staff. • Process tax adjustments, write-offs and supplemental billing, resulting from severances, improvements to property, class changes, ARB decisions, Section 357 & 358 of the Municipal Act application approvals, and minutes of settlement, under direction of MPAC and the Assessment Act. • Preparation of Council staff reports related to property tax administration functions, as directed. • Review and sign all Tax Certificates issued by the Township. • Calculate and prepare tax rebates for charities and other tax relief programs, according to applicable regulations. • Provide consultation with the public concerning complex and simple valuation techniques and taxation. • Lead the tax registration process in accordance with Municipal Act and in collaboration with third-party vendor, including preparation of tax arrears letters, coordination of tax sale tenders, and taxpayer communication. • Perform assessment-based integrity management for the municipality by determining under-assessed properties or those that have incorrect tax classifications and require possible revaluation by MPAC representative. • Work in conjunction with Building and Planning Departments to review new plans of subdivision for developmental land rates on draft plans and individual roll numbers and lot values on registered plans. 	
<p>Policies/Programs/Service Delivery</p> <ul style="list-style-type: none"> • Ensure compliance with all legislation and policies related to payroll, including employment standards, Township employee policies, and the Collective Agreement. • In conjunction with the Manager of Finance, ensure appropriate internal controls are designed and implemented appropriately throughout the Township that relate to payroll and property taxation financial matters. • Research and develop efficient tax and payroll administration policies and procedures under direction of Manager of Finance and Director of Corporate Services/CFO. • Provide recommendations to align processes with any changing legislation related to payroll and property tax functions, as necessary. 	5%
<p>Financial Management</p> <ul style="list-style-type: none"> • Assist in the preparation of working papers and supporting documentation as part of the annual external audit, for both payroll and property tax functions, in accordance with Public Sector Accounting Standards. <p>Payroll Functions</p> <ul style="list-style-type: none"> • Assist the Manager of Finance in preparation of the Payroll and Benefit annual budget. 	15%

Description	Approx Time Spent (%)
<ul style="list-style-type: none"> Assist the Manager of Finance in calculation and review of financial implications related to payroll changes, as required. Reconcile payroll-related general ledger accounts on a regular basis. Perform various financial calculations including, but not limited to, prorating salaries and earned employee banks, labour costs, net and gross payments, deductions, benefits and retroactive calculations. <p>Property Tax Functions</p> <ul style="list-style-type: none"> Process month-end and year-end reports, including calculation of monthly penalties/ interest and reconciliation of the subledger to the general ledger. Calculate school board tax allocation and quarterly payment amounts. Responsible for collection of all outstanding tax accounts and remedies associated with such collection. Complete financial information return (FIR) schedules for taxation and related receivables. Provide cash receipting back-up support for Finance Division staff. 	
<p>Human Resource Management/Organizational Effectiveness</p> <ul style="list-style-type: none"> Train staff on payroll time entry program and other payroll system processes, advising on best practices. Respond to inquiries and resolve issues regarding accounts and discrepancies from both internal and external sources. Provide technical advice and recommendations for complex property tax customer inquiries that require effective solutions. Safeguard confidential information to ensure data integrity is maintained. Identify opportunities for process improvement and assist in implementation of any changes. Provide advice to internal departments on Township payroll-related matters, such as interpretation of the Collective Agreement. Attend courses on an annual basis to keep abreast of legislative requirements. Represent Township on municipal working groups concerning property tax or payroll matters. 	10%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Decision Making and Independence (Description of types of decision making and independence)

- List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.**
 - When processing tax severances, this role needs to determine whether these changes to the tax roll need to be keyed in the system. In making a determination, this role would look

to MPAC online services or may ask the Planning Department to confirm the nature of the severance. If determined that the adjustment to the roll is not immediately necessary (ie insignificant change in assessment or tax class, or the severance creates a non-taxable entity), this role would wait for the roll to return the following year and not process the severance. Incorrect adjustments to the roll could affect the Township's revenue as well as place an inaccurate levy or write-off to a taxpayer.

2. Collection of outstanding tax accounts is a key role, and often times, taxpayers need to make payment arrangements. This can be a difficult and embarrassing situation for home owners and tact and confidentiality is of utmost importance. Working with clients to ensure their properties do not become eligible for a tax sale would be the Township's ultimate goal, however, if payment arrangements are not being adhered to and communication is broken between the role and the client, this role would recommend to the Director of Corporate Services/CFO that the property be registered for a tax sale. Maintaining open communication with taxpayers improves the Township's service delivery.
3. Retroactive pay adjustments are changes in an employee's pay made after the pay period for which those changes are effective. When processing these payments, the role must ensure any directives from HR align with Collective Agreements and that retroactive pay periods and increases are correct. While retroactive pays usually mean an increase in wages, these changes may have cascading effects elsewhere in payroll. For example, vacation pay owed may need adjusting or the retroactive pay could affect pension remittance and contributions. In order to pay employees correctly and ensure all mandatory payroll remittances are submitted as legislated, double checking directives and understanding Collective Agreements is imperative. Incorrect payment of retroactive pays could affect employees' ability to meet their financial obligations. It also could mean stiff penalties from various payroll stakeholders.

2. List up to 3 examples of situations or problems that are referred to the supervisor for direction or resolution.

1. Dealing with extremely irate clients can be difficult and if the role cannot gain control of the situation, it would be referred to their supervisor.
2. The role may recommend registration of properties for a tax sale to their supervisor, but ultimately, the decision is the CFO's to make.
3. An external agency or internal department may ask that an amount be placed on a tax account; for example, an unpaid invoice. Before doing so, the role will seek direction from their supervisor.



Required Training (Description of training required in order to perform the major responsibilities)

- Regular Municipal Property Assessment Corporation (MPAC) training to keep abreast on the determination of current property value assessments and classifications
- Annual Payroll and Ontario Municipal Employees Retirement System (OMERS) training to ensure accurate and timely administration duties and procedures are being met.
- To maintain National Payroll Institute Payroll Compliance Practitioner (PCP) certificate, 14 hours of Continuing Professional Education (CPE) must be attained annually.



Minimum Qualifications (Absolutely cannot do without)

Education (degree/diploma/certifications)

- Post-Secondary Degree or Diploma in Business, Accounting or Commerce
- Successful completion of, or current enrollment in, the Municipal Tax Administration Program (MTAP)

Experience

- Minimum 3 years of property tax administration experience
- Minimum 2 years of payroll administration experience

Knowledge/Skill/Ability

- Proven problem-solving and listening abilities to effectively consider issues and outcomes
- Excellent time management with the ability to prioritize competing work demands and consistently meet legislative deadlines
- Ability to deal effectively with the public and defuse difficult and/or highly charged situations
- Superior organization skills, with attention to detail to deliver accurate, high quality and timely services/products
- Ability to function well under pressure, and respond to frequent, challenging demands.
- Requires sound knowledge of Provincial legislation, Council policies, and the Municipal Act.
- Strong oral and written customer service communication skills
- Ability to work independently and to demonstrate a high degree of initiative
- Creative, resourceful and collaborative approach to work
- Advanced computer proficiency including thorough knowledge of municipal accounting software, spreadsheet and database management, and Microsoft 365 applications.
- Able to safeguard sensitive data with discretion and confidentiality.



Preferred Qualifications (The Ideal Candidate)

Education (degree/diploma/certifications)

- Completion or Enrolment in the National Payroll Institute's Payroll Compliance Practitioner Program.
- Completion of the AMCTO's Municipal and Accounting Finance Program (MAFP)

Experience

- 3-5 years of property tax administration experience
- 3-5 years of payroll administration experience in a municipal environment
- Experience with processing payroll in a unionized environment ideal.

Knowledge/Skill/Ability

- Experience in using Microsoft Dynamics Great Plains software with Diamond Municipal integration, Questica budget reporting software, and Caseware Working Papers software.
- Ability to read and comprehend legal descriptions and basic planning terminology

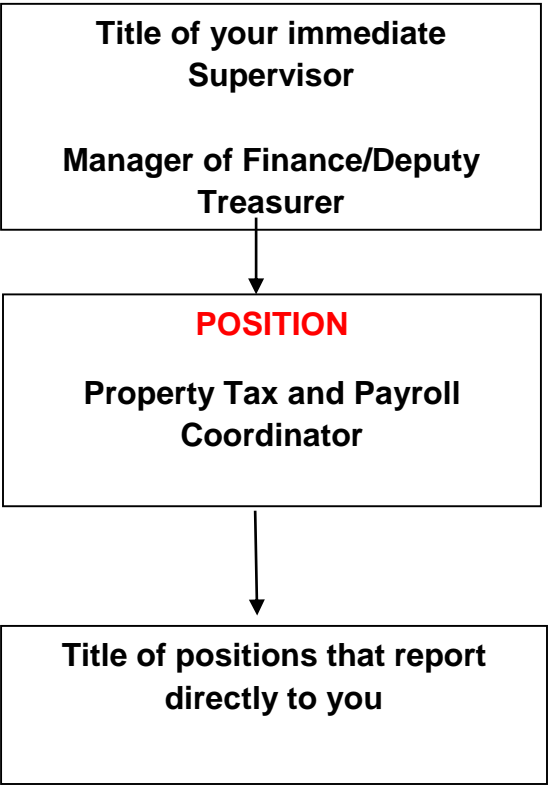


Where this position fits

Position Title: Property Tax & Payroll Coordinator	Division: Finance
Department: Corporate Services	Classification:
Work Location: Township Administration Office	Reports to (Direct): Manager of Finance/Deputy Treasurer
Position(s) Supervised Directly:	Position(s) Supervised Indirectly:
Effective Date: December 2020	Revision Date: April 2025
Salary Range:	Hours per Week: 35 hours

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Created: November 2020
Revised: Reviewed April 2025