



Manager, Revenue and Taxation (Job # 2024-091-IE)

Department:	Finance Services
Status:	Full Time, Permanent
Date Posted:	December 16, 2024
Date Closing:	January 8, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	37.5 hours per week
Salary:	\$128,415 - \$156,236 (2025 rates)
Flexible Working Arrangements:	Yes

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

The Town of Stouffville is going through exponential growth which requires an accomplished leader to assume the role of Manager, Revenue and Taxation to join our organization! This role is a key contributor to municipal administration and plays a pivotal role in executing the strategic vision of the organization.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting to the Commissioner of Finance / Treasurer, the Manager of Revenue and Tax oversees the revenue and taxation division. This role is responsible to lead a team in effectively managing the property tax and water billing administrative and billing functions. The Manager is also responsible for Accounts Receivable, ensuring timely invoicing and collection of outstanding monies. With a strong focus on customer service, this position ensures good relationships remain with residents, business owners, external parties and Town staff. The Manager contributes to the strategic vision of the department through effective financial management and consistent customer service. This position ensures that all policies and procedures relevant to the Revenue and Taxation division are kept current and are aligned with best practices. The Manager also leads the division's operations, including recruiting, supervising, and evaluating staff performance.

Qualifications and Requirements:

- University degree in Accounting or a related discipline from an accredited University
- Seven (7) years of strong, progressive municipal taxation and management experience together with municipal utility billing and customer service management experience.
- Professional designation as a Certified Municipal Tax Professional through OMTRA.
- Completion of the Municipal Tax Administration program.
- Member of the Institute of Municipal Assessors is considered an asset.
- Working knowledge of the following legislation, regulations, and/or requirements including but not limited to:
 - Assessment Act
 - Municipal Act
 - Municipal Tax Sales Act
 - Occupational Health and Safety Act
 - Public Sector Accounting Board (PSAB) Standards.

- Advanced skills and experience using Microsoft Office products.
- Excellent customer service experience and interpersonal and communication skills to deal both orally and in writing, in a diplomatic and professional manner with the public and a variety of staff at different levels in the organization, including senior management and elected officials.
- Conduct research, prepare reports, and deliver presentations.
- Ability to exercise discretion and judgement when handling confidential and sensitive information.
- Possess strong team building skills to lead, mentor and support staff, and to continue to create a collaborative team dynamic.
- Ability to interpret, analyze and apply accounting principles, government regulations and legislation, and make appropriate decisions on complex property tax items.
- Strong aptitude for innovative creative strategic thinking to consider/recommend options not currently implemented within the City to ensure efficient customer focused service delivery, with a commitment to continuous improvement.
- Strong mathematical skills with an aptitude for figures. Accuracy, thoroughness and attention to detail are critical skills to this position.

How to apply:

Please forward your resume in confidence by **January 8, 2025, at 4:00 p.m.**, identifying **Job # 2024-091-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.