



Municipalité de | Municipality of

Pontiac

JOB OFFER

(External posting)

TAX CLERK

Posting date : February 1st, 2024

Type of position : unionized full-time and permanent

The Municipality of Pontiac is located in the MRC des Collines-de-l'Outaouais. Adjacent to the City of Gatineau, Pontiac's vast 447 square kilometres territory is bounded on the south by the Ottawa River which forms the border with Ontario. The Municipality has a staff of over 50 employees and a population of over 6000 residents. Pontiac offers an attractive and bucolic living environment to its citizens and to the many vacationers who frequent the shores of the Ottawa River and Gatineau Park. They greatly appreciate living in a rural setting in all its splendour, while benefiting from the many advantages of being close to urban centres.

Summary description

Under the supervision of the Director of Administration, the Tax Clerk is responsible for all activities related to the collection of taxes and other accounts receivable. The incumbent is responsible for the daily deposits. He/she assists the tax officer in updating the roll and in collecting taxes.

He/she assists the management staff and their team in the preparation of documents and provides administrative support in the logistics and operations of the department's activities.

Duties and responsibilities

- Receives, accounts for and deposits cash receipts and ensures compliance;
- Answers questions from citizens and professionals concerning the tax department;
- Follows up and manages accounts receivable monthly, by issuing account statements;
- Manages the mortgagee module and ensures a very close follow-up;
- Takes care of address changes and makes the appropriate follow-up;
- Invoices services rendered to third parties;
- Refunds of deposits for permits and room rentals;
- Produces purchase orders upon request, for all departments;
- Performs all other related or similar duties as requested by his immediate supervisor;

Requirements and qualifications:

- College degree in accounting or finance or professional degree in accounting AND at least six (6) months of experience in a similar capacity.
- High school diploma AND a minimum of two (2) years experience in a similar position.

OR

- Any other combination of education and experience deemed equivalent will be considered.

PERSONAL QUALITIES, SKILLS AND APTITUDES SOUGHT:

- Proficiency in spoken and written French and English ;
- Good knowledge of the Microsoft Office suite ;
- Computer literate ;
- Be rigorous and proactive ;
- Work well in a team ;
- Integrity, honesty and discretion;
- Ability to work under pressure;
- Customer service oriented.

Status and salary conditions:

This is a full-time unionized position Monday through Friday from 8:00 a.m. to 4:00 p.m. equivalent to 35 hours per week. The annual salary for this position varies from \$40,695 to \$49,376 according to the collective agreement in effect. This job offer is open to both men and women and we subscribe to the principle of employment equity.

If you have the profile we are looking for, please send us your resume with the words "TAX CLERK POSITION" in the subject line of your email before March 1st, 2024, at 4 p.m..

Please send your correspondence to: emplois@municipalitepontiac.ca

Your application will be treated confidentially.

We thank you for your interest and will only contact those selected for an interview.

Starting date :

Following the adoption of a hiring resolution by the Municipal Council.