POSITION TITLE: Revenue Clerk Tax (Temporary)

Employment Type (FT, PT, Contract): Temporary Contract
Rate of Pay: $25.64 per hour
Job Location: Fort Erie
Hours of Work: 37.5 per week
Start Date: As soon as possible
Application Deadline: May 22, 2019 @ 5pm

COMPANY NAME: Town of Fort Erie
Street Address: 1 Municipal Centre Drive, Fort Erie, ON L2A 2S6
Phone: 905 871 1600
Fax:
Email:
Website: www.forterie.ca

General Description of Duties:
Maintain property tax systems and files, including billing and collections

Skills and Experience Required:
With a post-secondary diploma in Business/Accounting or similar, you have a working knowledge of computers and financial applications (i.e. MS Office, Lotus Notes, tax/water systems, CRM). Specific knowledge of the Municipal Act, Assessment Act and associated regulations and procedures pertaining to property tax would be an asset. You have the ability to prioritize demands, meet deadlines and perform multiple tasks simultaneously and possess you excellent customer service, mathematical, analytical and reasoning skills

How to Apply:
Please apply to the Town website at www.forterie.ca. This union position, as a temporary employee, you will not participate in the health and wellness benefits available to regular employees

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