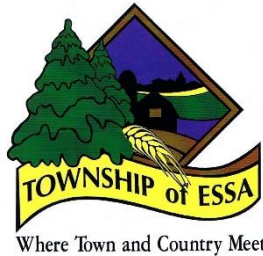


Corporation of the Township of Essa  
5786 Simcoe County Road 21  
Utopia, Ontario  
L0M 1T0



Telephone: (705) 424-9770  
Fax: (705) 424-2367  
[www.essatownship.on.ca](http://www.essatownship.on.ca)

## TAX COLLECTOR

The Township of Essa is a dynamic and growing municipality with a current population of 21,500. The Township of Essa requires an energetic, motivated and career-minded **Tax Collector**, to perform and administer the duties associated with tax billing and collection of realty taxes. The Tax Collector will reconcile the assessments and prepare tax bills for approximately 9,000 properties for distribution by mail on a semi-annual basis.

Reporting to the Deputy Treasurer, this individual is responsible for the accurate collection of tax payments on a quarterly basis, either at the counter, in the mail, through area banks or electronic and telephone payment processes.

The applicant must have good knowledge of legislation, policies and procedures related to tax collection. Strong organizational skills to prioritize workload and perform tasks. Good mathematical skills to check and perform the calculations required in keeping an accurate record of cash receipts. General knowledge of municipal operations and organizational structure is essential. The successful candidate will have a demonstrated ability to work with computer technology. Ability to maintain professionalism and confidentiality of information at all times is critical.

Salary Range is approximately \$50,474 to \$58,928.

Qualified candidates are invited to submit a covering letter and resume by **4:30 p.m. on January 22, 2021** to:

Carol Traynor-Richter, CMO  
Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0  
[ctraynor@essatownship.on.ca](mailto:ctraynor@essatownship.on.ca)

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 705-424-9770. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of Essa, we will endeavor to make such accommodations.