



MUNICIPALITY OF SOUTHWEST MIDDLESEX

POSITION PROFILE

Position Title: Property Tax & Accounting Clerk
Report to Title: Manager of Finance/Treasurer
New: June 2026

Pay Range: N/A
Position Status: 6-month contract
Salary: \$30.30 - \$35.45 per hour
Normal Work Week: 37.5 hours weekly (as per employment contract)
Overtime Paid: No
Location: Municipal Office, 153 McKellar Street, Glencoe

A – POSITION DESCRIPTION

1. Scope of Position:

The Municipality of Southwest Middlesex is seeking a detail-oriented and customer-focused Property Tax & Accounting Clerk to join the Finance Department on a six-month contract basis.

Reporting to the Manager of Finance/Treasurer, this role is responsible for administering property taxation processes, supporting financial transactions, maintaining accurate records, and providing exceptional customer service to residents, businesses, and community partners. The successful candidate will play an important role in ensuring the accuracy and integrity of municipal tax and financial information while serving as a key point of contact for the public.

This role serves as a key point of contact between the municipality and the public.

2. Key Responsibilities

Property Tax Administration

- Maintain property tax records, customer information, tax rates, and billing codes within the municipal financial system.
- Process property tax data, including ownership changes, supplementary assessments, local improvement charges, and related adjustments.
- Prepare and issue tax bills, tax certificates, arrears notices, and related correspondence.
- Ensure supplementary taxes, school support changes, rebates, assessment appeals, conveyances, and tax arrears are processed accurately and in accordance with legislation and municipal policy.
- Maintain property files, assessment records, assessment rolls, local improvement listings, and related documentation.

- Update mortgage company records and coordinate the distribution of tax bills to mortgage providers.
- Liaise with the Municipal Property Assessment Corporation (MPAC) regarding assessment updates, rebates, appeals, and severance completions.
- Assist with the preparation and distribution of monthly tax arrears statements.

Financial & Transactional Support

- Process payments for property taxes, utility accounts, permits, parking tickets, and other municipal fees.
- Receive and reconcile payments received electronically, by mail, and in person.
- Prepare and balance daily cash reports and bank deposits.
- Assist with audit preparation by providing reports, reconciliations, and supporting documentation as required.
- Maintain accurate financial records and assist with account reconciliations.
- Support Treasury operations and provide administrative assistance as required.

Team Support and Cross-Functional Assistance

- Provide backup support to the Utility Clerk, including processing water payments, entering account information, and coordinating service requests with Public Works.
- Collaborate with staff across departments to support municipal operations and service delivery.
- Assist with special projects and other duties as assigned.

3. Key Relationships

Internal

- Manager of Finance/Treasurer and Deputy Treasurer
- Utility Clerk and Front Counter Staff
- CAO, Clerks, Community Services, and Public Works Departments

External

- Residents and property owners
- Businesses and community organizations
- MPAC
- Real estate lawyers and mortgage companies
- Auditors and financial service providers

4. Decision Making and Accountability

The Property Tax & Accounting Clerk exercises independent judgment in carrying out daily responsibilities and applying established procedures. Matters involving policy interpretation, exceptions, or non-routine issues are referred to the Manager of Finance/Treasurer or Deputy Treasurer.

The position is accountable for maintaining accurate financial and taxation records, ensuring legislative compliance, and providing reliable customer service.

B – POSITION SPECIFICATIONS

1. Education and Training

- Post-secondary education in Accounting, Bookkeeping, Business Administration, or a related field.
- Ontario Secondary School Diploma (or equivalent).

2. Experience

- Experience working in municipal property taxation is considered an asset.
- Experience handling cash, processing payments, or performing financial transactions is required.
- Experience providing customer service in a public-facing environment is required.
- Experience in accounting, bookkeeping, finance, or municipal administration is considered an asset.

3. Skills and Competencies

- Strong attention to detail and commitment to accuracy.
 - Ability to manage multiple priorities and meet deadlines.
 - Excellent organizational and time-management skills.
 - Strong verbal and written communication skills.
 - Proficiency in Microsoft Office applications, particularly Excel and Word.
 - Experience with municipal financial software, including Keystone, is considered an asset.
 - Ability to maintain confidentiality and exercise discretion.
 - Strong analytical and problem-solving skills.
 - Ability to work independently and collaboratively within a team environment.
 - Commitment to providing professional and responsive customer service.
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C – WORKING CONDITIONS

1. Physical Demands

- Primarily office-based work performed in a professional indoor environment.
- Extended periods of sitting and computer use.
- Frequent use of standard office equipment.

2. Mental Demands

- Requires sustained attention to detail and accuracy.
- Regular interruptions and shifting priorities due to customer service responsibilities.
- Frequent interaction with the public, requiring professionalism and effective communication
- Ability to manage multiple tasks and deadlines in a fast-paced environment.