



Employment Opportunity

Tax Collector

The Township of Essa is a dynamic and growing municipality with a current population of approximately 23,500, located in the heart of the County of Simcoe and southwest of the City of Barrie. The Township is currently seeking an energetic, motivated and career-minded individual to fill the requirements of a Tax Collector.

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. 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. The Tax Collector will reconcile the assessments and prepare tax bills for distribution by mail on a semi-annual basis.

Key Qualifications:

- Post-Secondary education/training or college diploma related to Business or equivalent. Completion of a Municipal Tax Administration Program (MTAP) would be considered an asset.
- Good knowledge of bookkeeping procedures.
- Minimum one (1) years of closely related/accounting experience.
- Good knowledge of legislation, policies and procedures related to tax collection.
- General knowledge of municipal operations and organizational structure is essential.
- Ability to maintain professionalism and confidentiality of information at all times is critical.

This is a full-time position, 35 hours per week. Salary range is \$66,940.61 - \$82,893.00 (2025). The Township of Essa offers benefits and a competitive compensation package. **Satisfactory Criminal Record/Vulnerable Sector Check will be required upon start.**

Qualified individuals are requested to email their interest, by **3:00 pm, March 14, 2025** to:

Tax Collector Recruitment

Athena Piskopos, Executive Assistant/HR Coordinator
Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0
apiskopos@essatownship.on.ca

The Township of Essa is an equal opportunity employer. Accommodations will be made, upon request and where appropriate. We are dedicated to creating a workplace culture of inclusiveness and welcome applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

We thank all 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.