

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

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## **Tax Clerk I** **Temporary Assignment (\$26.32/hr)**

The incumbent performs various activities in a revenue billing and collection operation, including; billing and collection of tax and non tax revenues such as hydro, water and sewer arrears; tasks involved in the preparation, processing, collection, and recording of all non-tax revenues; and processing cash and cheques received on the Department's premises for all tax and non-tax revenues.

### **Successful applicants will possess the following:**

- Successful completion of secondary school education with successful completion of a post secondary introductory accounting course.
- Two years experience in tax and non-tax revenue billing and collections in a municipal environment.
- Demonstrable knowledge of modern accounting principles, practices and procedures for the daily handling of cash with a demonstrated proficiency in the use of a printing calculator (12 digits).
- Demonstrated ability to maintain effective working relationships with all levels of employees, work as a member of a team, and deal professionally and courteously with the public.
- Good communication (written and oral), interpersonal, organizational, and customer service skills.
- Ability to work with a high level of accuracy when assembling, filing and inputting data.
- Ability to deal with stress and work well under pressure at peak collection periods during the year. Must be willing to work overtime during busy cycles and due dates.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications with a working knowledge of Oracle-based financial systems.
- Must be prepared to undergo a criminal reference check as a condition of employment.
- Demonstrates a commitment and adherence to all aspects of occupational health and safety (legislation, the Corporation's policies and procedures) applicable to the position.

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Qualified candidates may submit a detailed resume or [online application](#) form by **Monday, March 19, 2018** to:

(Acting) Human Resources Specialist  
Human Resources Division  
One The Esplanade  
Pickering, ON L1V 6K7

**By Email:** hr@pickering.ca  
**By Fax:** 905.420.4638  
**Online:** pickering.ca/employment

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We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

**An Equal Opportunity Employer**