

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

(Relief) Tax Clerk I

November 2025 to October 2026

Department:	Finance
Classification:	1 Relief Opportunity
Affiliation:	CUPE Local 129
Shift/Hours:	Monday to Friday, Inclusive, 35 hours per week
Salary Range:	\$33.60/hr to \$37.33/hr
Work Location:	City Hall, 1 the Esplanade South, Pickering, ON
Date Posted:	Friday, October 24, 2025
Deadline to Apply:	Friday, November 7, 2025

Job Summary

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.

Primary Responsibilities

- Prepares, issues, and records all non-tax revenues/receivables, including invoices, subsidy claims, and tax rebates. Ensures proper authorization, confidentiality and compliance with established policies and procedures. Corrects coding by valid Corporation account codes, correct arithmetical calculations and issuance in a timely manner advantageous to the Corporation's cash flow.
- Prepares monthly aged-analysis printout, initiates statements and subsequent collection letters, as required. Prepares adjusting invoices from notifications received from other departments.
- Analyzes and reports on the accruals and collections of non-tax accounts receivables including invoices, subsidy claims, property rentals, investment income, etc., ensuring that all applicable revenue due to the Corporation is received in accordance with prescribed terms. Refers more complex non-tax accounts receivable collection problems to the Supervisor.
- Reviews overdue accounts, and under the leadership of the Supervisor, handles advanced non-tax accounts receivable actions including arranging for the addition of overdue accounts to the Corporation's tax roll, and submitting other accounts deemed uncollectible to collection agencies as per legislation requirements.
- Processes tax payments to TXM software in conjunction with CORE point of sale and is required to balance and/or reconcile the day's receipts to the property tax database on a daily basis.
- Participates in updating the computerized system with official changes in property ownership received from the Provincial Assessment Office.
- Reviews mail from lawyers, mortgage companies and banks, and enters into the computer all data relating to proposed ownership, and land separation changes, and redirects tax bills.
- Researches assessment and tax records and prepares Tax Certificates requested by lawyers, ensuring they are signed by the Tax Clerk II prior to issuance.
- Answers counter and telephone inquiries on all phases of property taxation and assessment. Researches and resolves any issues that arise from these inquiries.

- Performs cashier duties of receiving cash, cheques, debit or credit card payments for all City Hall transactions and processing through the CORE point of sale software, listing and balancing all receipts and preparing daily bank deposit, entering payments received in to the taxpayer's account on the computerized system, and maintaining the petty cash for the municipal office, etc. Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Successful completion of secondary school education with successful completion of a post secondary introductory accounting course.
- Municipal Tax Administration Program is an asset.
- Two years experience in tax and non-tax revenue billing and collections, preferably in a municipal environment.

Knowledge, Skills and Abilities

- 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 knowledge of property taxes and corresponding processes.
- 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.
- Demonstrable qualities of maturity, tact, discretion, with a willing and co-operative attitude and the ability to acknowledge and assist members of the public in a demanding environment.
- 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. Knowledge of CORE point of sale, TXM tax software and SAP are assets.
- Must be prepared to undergo a criminal reference check as a condition of employment.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). 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 is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

