



Tax Administrator

Finance Department
Permanent Full-Time

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Manager of Revenue and Collections, the Tax Administrator is responsible for the billing and collection of property taxes and maintenance of the tax roll. The Tax Administrator completes adjustments, reconciliation and analysis of tax accounts as well as tax related reports to external partners and Council.

Key Responsibilities:

- Oversee accurate tax billing and collections, maintains tax system data and calculates annual tax rates.
- Complete all tax-related remittances, reconciliations, journal entries, year-end processes, audit support, and prepares analyses, reports and documentation to support budgets, financial statements, and Council reporting.
- Identify, research, and leads process enhancements efficiencies and best practices to improve financial reporting, tax processes, and business operations.
- Participate in special projects, provide backup support to other finance roles at the Town.

The Candidate

The ideal candidate holds a post-secondary degree in Accounting, Business, or other related field, along with the successful completion of the Municipal Tax Administration Program. They must have a minimum of three (3) years of related experience in taxation, accounting, or related functions. The successful candidate also has strong analytical skills, a solid understanding of accounting principles, and familiarity with corporate policies, provincial tax legislation, and the Municipal Act.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary range between **\$65,446-\$79,626 (2025 Rates)**.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

Employee Perks

At the Town of Grimsby, we invest in our people and provide a workplace that fosters growth, well-being, and work-life balance. Our employees are at the heart of everything we do, and we are proud to offer a supportive and rewarding environment with benefits that go beyond the basics:

- ✔ Complimentary access to recreation facilities, including the fitness centre
- ✔ Three personal float days each year for flexibility and balance
- ✔ Flexible work arrangements available to promote work life balance
- ✔ Industry-leading benefits covering health, dental, and wellness support
- ✔ Corporate training and career development programs to support lifelong learning
- ✔ A collaborative, inclusive workplace that values innovation and service excellence
- ✔ Opportunities to engage with the community and make a meaningful impact
- ✔ Employee recognition programs that celebrate achievements and contributions
- ✔ A secure pension plan to support long-term financial well-being

More than a job. A place to grow, belong, and thrive.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 50-2025

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. 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.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Tax Administrator Finance Department

1. Tax Billing and Collection (60%)

- Responsible for accurate billing and collection of total tax levy including payments-in-lieu, supplemental taxes for the Town, Region, and School Boards.
- Ensure tax information, including roll numbers, special area charges, and assessment data is accurately updated in tax system and reviews comparison reports between systems to ensure accuracy prior to billings.
- Calculates new tax rates annually based on updated assessment data and updates tax rates in tax system.
- Produce, organize and mail tax bills.
- Completes required notice advertising in accordance with Municipal Act.
- Responsible for reviewing all assessment review board decisions, minutes of settlement, changes in assessment and tax classifications, pursuant to the Municipal Act, and processing tax adjustments as required including refunds and correspondence with taxpayers. Responsible for following up on any related issues with MPAC.
- Prepares and updates monthly calculation of penalty and interest on outstanding taxes.
- Responsible for the management of tax arrears. Prepares and issues first notice letters and final notice letters to properties on the arrears summary. For those properties that continue to be two or more years in arrears, use professional judgement to decide which properties to register for tax sale.
- Meet with taxpayers upon request to set up mutually agreeable payment plans in order for the taxpayer to avoid tax registration.
- Reviews and signs tax certificates issued by the Town.

2. Tax Reporting and Analysis (30%)

- Responsible for regional and school board tax remittances.
- Completes monthly, quarterly and yearend procedures and processes, including preparing tax related journal entries and accruals and balancing general ledger accounts to sub-systems or supporting documentation.
- Prepares balance sheet tax account reconciliations and general ledger account analysis.
- Prepares tax related supporting audit schedules and working papers to support the financial statements, liaising with auditors as required.
- Prepares various analysis to support tax budget estimates.
- Ensure proper record storage and retention for financial transactions including tax adjustments, reconciliations and statements.
- Prepares reports to external parties and Council on the status of tax arrears, tax write-offs, and applications for cancellation of taxes.

3. Process Improvement (5%)

- Identifies opportunities for process improvements.
- Investigates and leads process improvements, economies of scale, etc. that provide financial benefit to the Town, conducting analyses and recommending actions to be taken.

- Researches issues/best practices and develops recommendations to be applied in both financial reporting and business processes.

4. Other (5%)

- Leads and/or participates in special projects as assigned.
- Acts as backup for other roles on the finance team and performs duties during absences.
- Works as part of cross functional team when new systems that feed financial systems are being implemented, assessing interfaces to financial systems and completing all testing prior to go-live and making recommendations regarding business processes for new systems.
- Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Post-secondary degree in Accounting, Business, Commerce or other related field.

License, Registration and Training

- Successful completion of the Municipal Tax Administration Program.

Experience

- Three (3) years of related experience in taxation, accounting and/or related functions.

Knowledge/Skills/Abilities

- Strong analytical skills and a solid understanding of accounting principles, practices and procedures.
- Knowledge of corporate policies, provincial tax legislation, Municipal Act and Assessment Act.
- Knowledge of municipal finance and Public Sector Accounting Standards (PSAS).
- Exceptional project management and organizational skills.
- Ability to prioritize and complete tasks and assignments within specified time frames.
- A team player that is supportive of colleagues and embraces a collaborative approach.
- Ability to establish and maintain sound working relationship.
- Strong oral and written communication skills and ability to effectively communicate with internal and external stakeholders.
- Accuracy and attention to detail.
- Advanced computer skills, including financial information systems.
- Proficiency in accounting, spreadsheet, and word processing applications, such as Word, Excel, Power Point, Microsoft Office, Microsoft Windows.

A combination of education, training, and experience may be considered.