



# Financial Analyst/Tax Collector

The Municipality of West Elgin is a dynamic, community-focused organization committed to providing essential services to our residents. We are seeking a detail-oriented Financial Analyst/Tax Collector to play a key role in our Corporate Services department. This position is crucial in managing municipal taxation, accounts receivable, and asset management processes with accuracy and efficiency. Reporting to the Manager of Corporate Services (Treasurer), the Financial Analyst/Tax Collector will handle all aspects of property tax billing and adjustments. Key duties include data entry, bill generation, payment processing, maintaining financial records, responding to public and staff inquiries, and following up on overdue accounts. The role also involves performing bank and general ledger reconciliations and coordinating with regulatory agencies and auditors. Additionally, this position is responsible for the implementation and upkeep of the Asset Management Plan, which includes asset inspections, performance monitoring, life cycle analysis, and developing operations and maintenance standards for all municipal assets. The ideal candidate will have strong organizational skills, excellent communication, and a proactive problem-solving mindset.

A full job description can be found on the Municipality of West Elgin website – [www.westelgin.net](http://www.westelgin.net)

Salary range based on the Non-Union Salary Grid: \$67,876.38 - \$82,582.00

Interested applicants are invited to submit a cover letter and resume addressing their qualifications and work experiences, marked confidential, no later than 4:00 p.m. on October 25, 2024 to [jobs@westelgin.net](mailto:jobs@westelgin.net).

We thank all those 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.

*In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 519-785-0560. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Municipality of West Elgin, we will endeavour to make such accommodations.*