

Job Title:	Manager of Taxation, Procurement & Risk
Department:	Financial Services
Reports To:	Director of Financial Services / Treasurer
Salary Band:	Band 9
Last Update:	July 2025

Position Summary:

The Taxation, Procurement and Risk Manager is a key member of the Finance Department responsible for managing property tax billing and collection, municipal procurement and insurance. Reporting to the Director of Financial Services / Treasurer, this role ensures compliance with relevant Ontario legislation and municipal policies, while supporting long-term financial planning and operational efficiency. The incumbent will also assist with budgeting, audit preparation, and financial reporting, providing strategic insight to support informed decision-making across the organization.

Key Responsibilities:

1. Tax Collection and Revenue Management

- Administer the billing, collection, and reconciliation of municipal property taxes, including supplementary, omitted, and write-offs in accordance with the Municipal Act, 2001.
- Develops, recommends and monitors the Township's municipal policy.
- Responsible for the support of property tax billing system including monthly penalty and interest charges, arrears listing, and tax adjustments.
- Maintain accurate tax roll and assessment records, liaising with the Municipal Property Assessment Corporation (MPAC).
- Respond to inquiries from ratepayers, mortgage companies, and legal representatives.
- Prepare regular reports on tax revenue collection, arrears, and projections.
- Perform financial and variance analysis to support budget preparation and forecasting.
- Monitor and follow up on delinquent accounts and manage the tax arrears process, including tax registration and tax sales as required.
- Responsible for the Tax Registration process on properties as directed by the Director of Financial Services/Treasurer.
- Responsible for Payment in Lieu properties.
- Responsible to prepare and maintain the Tax Levy including the County and the School Boards and associated reconciliation and remittances.
- Administer the payments to the County and the School Boards.
- Liaison with third parties such as mortgage companies.
- Analyze taxation revenue trends and recommend improvements or corrective actions.

2. Insurance and Risk Management

- Manage the municipality's corporate insurance program.
- Administer insurance incidents and claims, working closely with insurance adjusters, assigned legal counsel, insurance companies and claimants. Liaise with insurance brokers and adjusters to ensure proper coverage and efficient claims management.
- Maintain up-to-date insurance records and ensure timely renewals.
- Support internal departments in managing risk and implementing loss prevention strategies.
- Provide support for the annual review of insurance schedules to ensure completeness and values used are reasonable. Update property and equipment schedules to reflect current operations and replacement value.
- Coordinate with Directors the management of Certificate of insurance.
- Analyze insurance and risk management trends and recommend improvements or corrective actions.

3. Procurement and Purchasing

- Develop, implement, and enforce procurement policies and procedures in compliance with the Broader Public Sector (BPS) Procurement Directive and municipal procurement by-laws.
- Coordinate tenders, RFPs, RFQs, and contract negotiations for goods and services.
- Ensure transparency, fairness, and value-for-money in procurement activities.
- Provide training and guidance to municipal staff on procurement best practices, process adherence, and legal responsibilities.
- Liaise with internal departments to understand operational needs and coordinate collaborative procurement opportunities when feasible.
- Ensure procurement processes uphold principles of open competition, non-discrimination, fairness, and accountability, while promoting the Municipality's objectives for cost efficiency, sustainability, and risk management.
- Stay informed on changes in procurement legislation, trade agreements, and public sector procurement trends; make recommendations for policy updates and continuous improvement.
- Evaluate and streamline the use of our records management system for the purpose of automation of the invoice approval process and tasks associated with the Accounts payable function.
- Manage the Township procurement card program and the sale/disposal of excess goods/assets.
- Perform financial and variance analysis to support budget preparation and forecasting.
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Qualifications:**Education:**

- Post-secondary degree or diploma in Finance, Accounting, Public Administration, Business, or a related field.
- Completion of the Municipal Tax Administration program is required.
- A professional designation such as CPA designation is considered an asset.

Experience:

- Minimum of 5 years of progressive experience in municipal finance, tax administration, and public procurement in Ontario.
- Experience with property taxation under the Municipal Act, public sector procurement, and financial reporting.

Knowledge, Skills & Abilities:

- In-depth understanding of Ontario municipal legislation, including the Municipal Act, Assessment Act, and BPS Procurement Directive.
- Knowledge of accounting principles and practices and Public Sector Accounting Board (PSAB) standards.
- Advanced knowledge and understanding of accounting principles and practices including strategic and financial planning as well as budget variance analysis.
- Proficiency in financial software and Microsoft Office Suite, especially Excel.
- Strong analytical, organizational, and problem-solving skills.
- Must possess excellent interpersonal skills with the ability to communicate both orally and in writing with the public and all levels of staff in an efficient, diplomatic and understandable manner.
- Ability to manage multiple priorities and work collaboratively with internal and external stakeholders.
- Must have the ability to conduct detailed and/or non-structured analysis with minimum supervision within tight deadlines.
- Solid judgement and tact in dealing with sensitive information or situations.

Additional Requirements:

- Successful completion of a Criminal Record Check.
- Valid Ontario Class G Driver's License and access to a reliable vehicle may be required.