

Municipality of Shuniah

JOB POSTING

Position Title: Property Tax Clerk Fulltime

Department: Finance Department

Reports To: Treasurer/Deputy Clerk

Shuniah is a rural municipality neighboring the east City of Thunder Bay in Northwestern Ontario. The Shuniah office is in the north end of Thunder Bay.

Purpose:

This position is to assist the Treasurer in providing accounting activities relating to property tax billings and collections, maintain property tax accounts, and other accounts receivables. Assisting customers over the phone and front counter service is also an important role of this position.

Responsibilities:

The duties include processing of all property tax bills (interim, final, supplemental, omits, write-offs) and running all preliminary reports for the Treasurer. Maintain all property tax accounts with assessments and changes, ownership, addresses, payment information. Processing property tax payments, balancing cash drawer and preparing deposits. Processing monthly penalty and interest on all outstanding amounts.

Other duties would include backup for accounts payable and payroll.

A good portion of this position deals with helping the public over the phone and front counter with a wide variety of municipal services. This position also supports other department heads from time to time as needed.

Required Knowledge and Skill:

- Education in business and accounting with college equivalence and/or experience with SAP financial systems or Municipal property tax knowledge an asset.
- Work experience in an accounting and administrative role.
- Proficiency in Excel, Word, Adobe, and general MS Office and Windows environment.
- Knowledge of general office procedures, including record and information management systems.
- Excellent communication, interpersonal, public relations, organizational and time management skills, including the ability to meet deadlines, to function well under pressure, proper telephone etiquette, and to work effectively as a team member.
- Excellent analytical skills showing good judgement, sound problem solving, and conflict resolution abilities.
- Political astuteness, tactfulness and diplomacy.
- Demonstrated organizational skills to meet strict and time sensitive deadlines.
- Ability to work with personal information and maintain strict confidentiality.

Working Conditions:

This is a full-time position that works 5 days a week and will require additional hours as required to cope with deadlines, peak periods and meetings from time to time. Office hours are 8:30am to 4:30pm.

The Municipality of Shuniah expects all employees to work in an environmentally friendly way in all the tasks they do; to work in a manner that is safe for themselves and others and to be aware of health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government and; to recognize the uniqueness of the individuals they come in contact with, and to treat them with dignity and respect.

Contacts:**Internal Working Relationships**

Establishes and maintains working relations with others in the Staff Services/Finance Department, all employees, Managers, Chief Administrative Officer, Councilors and colleagues.

External Working Relationships

Establishes and maintains regular contact with other government agencies, Provincial Ministries, other municipalities, and the general public.

Compensation:

- \$33.38 per hour plus benefits as in accordance with the current Union collective agreement.

We encourage all who are interested in this position to apply.

Only those who are selected for an interview will be contacted.

By submitting your personal information to the Municipality of Shuniah, you consent to the collection, use and disclosure of that information in connection with our recruitment, hiring and/or employment processes.

Applications will be accepted via e-mail until **4:30pm on Friday, November 14, 2025** and should be directed to the attention of:

Susan Moore, Treasurer/Deputy Clerk

Municipality of Shuniah

Email: treasurer@shuniah.org

In accordance with the Municipal Freedom of Information and Privacy Act, personal information submitted is collected under the authority of the Municipal Act and will be used only for candidate selection.