



## Tax and Revenue Clerk

### Permanent Full-Time Position

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As the most northerly township in the County of Simcoe, the Township of Tiny offers 70km of coastline along beautiful Georgian Bay. The municipality's approximate population of 13,000 residents at least doubles in the summer as the region is a popular destination for both tourism and cottagers due to its beautiful waterfront areas and small-town appeal.

The Township of Tiny is currently seeking a qualified applicant for the full-time permanent position of Tax and Revenue Clerk.

Reporting to the Deputy Treasurer, this position is part of the Corporate Services - Finance Team and is the first point of contact for walk-in, telephone and emailed tax and accounts receivable related questions, issues and payments. The Tax and Revenue Clerk assists tax payers and other customers with inquires and tax related documentation, payment processing, administration of tax records and MPAC changes, tax certificates, is the back up for the front counter cashier and assists the Finance Department with other tax related functions.

#### **Rate of Pay**

The Township of Tiny offers a competitive compensation and benefits package. Pay Rate - \$29.38 to \$36.72 per hour.

For complete details, including the necessary qualifications, please visit [www.tiny.ca](http://www.tiny.ca).

Qualified applicants are encouraged to send their applications to:

Human Resources  
Township of Tiny  
130 Balm Beach Road West  
Tiny, Ontario L0L 2J0  
Fax: (705) 526-2372  
Email: [humanresources@tiny.ca](mailto:humanresources@tiny.ca)

Resumes will be accepted until **12 p.m. on August 6, 2024**. We thank all applicants who apply for this position but only those selected for an interview will be contacted.

The Township of Tiny is committed to an inclusive and barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.