



POSITION VACANCY

Call Number:	2018 - 51
Position:	Manager of Revenue
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
Salary Range:	\$91,859 to \$114,824
Date Posted:	November 21, 2018
Closing Date:	December 14, 2018 at 4:30 p.m.

The City of Niagara Falls is a dynamic, internationally renowned city with a prosperous business community growing from a diverse economic base that includes tourism, manufacturing, professional services, and commercial sectors. Dedicated to excellence in public services, we invite you to discover why Niagara Falls is a premier place to live, work, and play

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, December 14, 2018.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Finance

- POSITION TITLE:** Manager of Revenue
- POSITION SUMMARY:** Under the direction of the Director of Finance, the Manager of Revenue will develop, organize, and supervise the Revenue Section of Finance.
- RESPONSIBLE TO:** Director of Finance
- SUPERVISES:** Water/Tax Administrator (2), Coordinator of Tax & Receivables, Tax Statistics Clerk
- RESPONSIBLE FOR:**
1. Establish and maintain detailed systems, procedures, and controls to ensure the efficient processing of property tax billing, collection and water billing and collections.
 2. Meet departmental standards and requirements through the coordination of daily operation of the section and the personnel administration, including participation in setting of goals and objectives.
 3. Provide technical reports and recommendations on such matters as property assessment, tax policy including collections, user fees, and water billing and collection.
 4. Represent the Finance Department as required on technical matters in discussion with the City's auditors, other City departments, consultants, local boards and other government agencies, on matters that relate to property assessment, taxation and utility billing.
 5. Responsible for a variety of accounting functions including but not limited to: assessment appeals, property tax adjustments, water account adjustments, reviewing, approving or preparing journal vouchers or special year-end adjustments.
 6. Direct the City's water billing procedures, including the maintenance of all water accounts, as well as preparing the necessary reports and by-laws associated with setting the annual water rates.
 7. Direct the City's interim, final and supplemental tax billing procedures, including the maintenance of the property tax roll in accordance with the Municipal Act, as well as preparing the necessary reports and by-laws associated with setting the annual tax rates.

8. Develop, collect, analyze, interpret and provide financial information and advice to departments for budget preparation as it relates to user fees and alternative revenue opportunities.
9. Manage the City's tax collection process including tax sales.
10. Develop, reconcile and submit all required financial information to Federal, Provincial and Regional governments. This includes but is not limited to, the appropriate schedules for the annual FIR.

POSITIONS REQUIREMENTS:

Minimum is a University Degree in Business Administration and Financial Management.

Professional accounting designation (CPA).

At least five (5) years experience in property taxation, utility billing, budgeting and/or process review including experience with Public Sector Accounting (PSA).

Completion of the municipal accounting and finance program would be an asset.

Knowledge of external regulations and applicable legislation including the Municipal Act.

Advance computer skills in financial applications.

Strong communications skills.

Revision Date: November 20, 2018