



EMPLOYMENT OPPORTUNITY

The Town of Pelham Corporate Services Department is now accepting applications for the following position:

Revenue Analyst (Temporary Contract up to 13 Months)

Reporting to the Manager of Financial Services/Deputy Treasurer, the Revenue Analyst is responsible to perform various activities in a revenue billing and collection operation, including collection of tax and water/sewer payments, preparation, processing, collection, and recording of payments received, responding to tax and water inquiries, providing financial and statistical analysis, and supporting the Corporate Services department in all facets.

What You Will Do:

- Respond to inquiries related to tax and water accounts, such as balance owing
- Process pre-authorized payment plans applications, assist in maintaining the tax system, and process mortgage company changes
- Update files for ownership changes and issue a new bill
- Provide verbal tax information to Solicitors and banks and prepare tax certificates
- Perform accounting duties such as analyzing and reconciling ledger accounts, setting up and maintaining expenditures and revenue working papers, spreadsheets and reconciliation to the general ledger
- Analyze and reconcile recreation revenue transactions from ActiveNet to ensure compliance with Public Sector Accounting Board and internal corporate policies
- Maintain document retention for all finance related control documents
- Contact ratepayers with overdue accounts to make payment arrangements
- Serve as the primary backup to the Cashier and provide support to the Taxation Clerk and Water Clerk with other special projects as assigned.

What We're Looking For:

- Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role
- Diploma in Accounting, Business Administration or related field
- Completion of the Municipal Tax Administration Program (MTAP) Units I and II through Ontario Municipal Tax and Revenue Association

- 1 year of experience in a similar role, preferably in a municipal environment
- Excellent organizational and multi-tasking skills, with the ability to meet tight deadlines and identify priorities
- Excellent customer service, communication and analytical and problem-solving skills
- Proven attention to detail, high level of accuracy, and proficiency in finance/mathematics

What's In It For You:

- A competitive salary ranging between **\$56,987 to \$66,666** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required.
- The option to participate in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Resumes may be submitted to the Manager of People Services at hr@pelham.ca by **4:30pm on Wednesday, May 28, 2025.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive and barrier-free recruitment and selection processes and work environments.

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 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.