



Tax Administrator

Are you looking for a new opportunity where you can be part of building the future in a growing community? If you are looking for a career in a team-based and flexible environment, then we want to hear from you!

Due to an internal transfer we are recruiting for a Tax Administrator to join our team.

The Tax Administrator ensures property tax account master data and transactional data are accurate and up-to-date throughout the taxation year and provides assistance to the public with questions and concerns regarding their property tax accounts. This role also provides administrative support in relation to tax sales and various Municipal programs related to property taxation.

What you can offer:

- You have completed a two-year post secondary program in a business administration and accounting discipline and have previous related experience, or a combination of related education and experience.
- You are very comfortable with using MS Office at an advanced level; Familiarity with SAP or related financial management systems would be an asset.
- You have strong verbal and written communication skills.
- You thrive in a customer-service oriented environment, and are comfortable with managing competing and multiple priorities throughout the day, including responding to inquiries in person, by phone, and email.
- You have experience and a solid understanding of working with and managing confidential information.
- You are comfortable working in a reception area where you may be the first contact for various public inquiries related to Municipal operations.
- You have a solid understanding of Diversity, Equity, Inclusion, and Belonging in a customer service-focused environment.

What we can offer:

- Work-life balance focused environment, with a Flexible Work Policy.
- A culture of teamwork, trust, and service excellence.
- A collaborative, solutions-based work environment, with a high degree of autonomy.
- Working with a team that is passionate about serving a community.
- A commitment to personal and team professional development.
- The excitement of being part of building the future in a fast-growing Municipality.
- Benefits package including a Health Care Plan with Virtual Doctor service included, Dental, Disability, Life Insurance, Registered Pension Plan, Employee Assistance Program.

Annual Salary: \$49,946- \$62,433

Deadline to apply: March 30, 2025

If you require an accommodation to assist in the application process, please contact Human Resources at jobs@easthants.ca or (902) 883-6203.