



Corporate Services Administrator

About Torbay

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

The Position

The Town is currently searching for a motivated, energetic, and enthusiastic individual to join our team as **Corporate Services Administrator**. Reporting to the Director of Corporate Services, the Corporate Services Administrator acts as the main point of contact for the municipality for residents and service providers alike. This role also performs duties and maintains records applicable to the residential, commercial, and business taxation accounts of the Town. In addition, this position greets, assists, and provides residents and the general public with a variety of information related to the Town's programs and services in person, by telephone and electronically.

Major Duties & Responsibilities

Specifically, the Corporate Services Administrator will:

- Greet and respond to general inquiries from residents and other members of the general public in person, by telephone, email, and other electronic platforms.
- Track and post post-dated cheque payments for taxes, development permits, and other charges; prepare tax certificates and assist in the issuing of routine building permits.
- Assist with the setup and preparation of special events, functions, receptions, meetings, and other Town events in the absence of the Deputy Clerk.
- Process and complete security deposits on file in relation to the Planning Department when all requirements have been fulfilled in relation to condition of permit. Determine if deposits on file are refunded or applied to taxes.
- Prepare correspondence relating to tax inquiries, quotes and certificates; update related records as required.
- Prepare invoices for payments with Management approval submitted from various government agencies and outside businesses with appropriate G.L. and invoice codes as required.
- Update and prepare accounts receivable forms as required for customers, law firms and mortgage companies.
- Prepare correspondence relating to tax inquiries, certificates, compliances, update related records as required.

- Reconcile all AR transactions for Torbay Town Office, Torbay Common, Torbay History House for month end procedures.
- Track all on-line payments, funds and EFTs and receipt accordingly.
- Responsible for posting and receipting all government payments and transfer to correct GL in consultation with the Director of Corporate Services.
- Liaise with law firms and mortgage companies regarding the status of taxes, deferred levies, etc.; check and ensure all monies due are paid and title is clear.
- Liaise with internal departments to ensure proper accountability, i.e., billings, receivables, and receipting through the use of the point-of-sale system.
- Maintain records and prepare invoices for deferred service levies and frontage assessments, non-profit and other tax incentives and gross revenue tax.
- Preparation of tax certificates, compliance letters, and other information as required.
- Respond to inquiries placed with the municipality, provide information as required and redirect calls to other departments as required, answer inquiries relating to accounts receivable, tax accounts, deferred service levies, as well as fees and charges, water and sewer fees and other fees and charges.
- Perform back-up for other positions in Corporate Services as required and perform other related duties and responsibilities within the scope of the position as required.
- Receive, sort, stamp and distribute mail including the daily updating of the mail log and prepare outgoing mail.
- Maintain and retrieve information for ATIPP Coordinator within the requirements set forth by legislation (Access to Information and Protection of Privacy Act) and Town information management policies, procedures, and guidelines.
- Provide clerical relief and support for the Deputy Clerk role as required.
- This is a front-line administrative position that requires a highly motivated individual with a strong work ethic and a commitment to customer service.

Qualifications

The ideal candidate will have:

- Experience in municipal taxation supplemented by the successful completion of an accounting/business program from a recognized post-secondary institution.
- Knowledge of accounting procedures, related practices, and procedures.
- Knowledge of computerized accounting and programs such as MS Office Suite, email, etc.
- Strong attention to detail and demonstrated organizational skills.
- Ability to communicate effectively with members of the public in a responsible and professional manner.
- Ability to establish and maintain cooperative and productive working relationships.
- Ability to contribute as a team player with personal commitment to the municipality's mission, values and guiding principles and safety.
- Any equivalent combination of experience and training deemed acceptable to the Town.

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence to careers@torbay.ca no later than **4PM on Friday September 1st, 2023.**

Successful completion of an examination to test a candidate's accounting knowledge and abilities associated with the duties of this position is a required prerequisite.

If you are searching for a dynamic position and are looking to join a high-functioning team, we want to hear from you!

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.