



**Job Number:** #2026-031  
**Vacancy Status:** Existing Vacancy  
**Posting Date:** October 19, 2026  
**Deadline:** November 2, 2026, 11:59 PM

## Tax Collector

The Corporation of the Township of Clearview

Clearview Township is currently seeking one (1) permanent full-time (35 hours per week) Tax Collector. The primary location of work is on-site at the Township's Administration Centre, located at 217 Gideon Street, Stayner.

Clearview Township is located in a region that has a long history as one of Ontario's favourite tourist and vacation destinations, attracting over two million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of a small-town quality of life.

### Key Accountabilities:

Reporting to the Deputy Treasurer, the Tax Collector is responsible for all aspects of tax billing and collection functions within the Finance Department. This includes the administration of all billing procedures, including the ability to run interim and final tax bills, the implementation of mandatory and optional tax policies, collection of tax revenues and receivables, working knowledge of property tax forms such as Tax Incentive Adjustment, Post Roll Amended Notice, Advisory Notice of Adjustment, and responding to enquiries and complaints with effective conflict resolution skills while providing excellent customer service.

### Qualifications:

- Recognized Diploma in Business or Accounting, together with three (3) to five (5) years of related experience in municipal taxation.
- Must possess, or be willing to obtain, the AMCTO Municipal Administration Program Diploma and the Municipal Tax Administration Program (MTAP) Diploma.
- Excellent communication, organizational, problem-solving, decision-making, time management, interpersonal, public relations, and customer service skills.
- Strong working knowledge and understanding of property tax legislation and the reporting requirements as per the Municipal Act.
- Strong financial aptitude with the ability to assist and cross-train in other areas of Finance.
- Thorough working knowledge of Microsoft Windows and Office applications and ability to produce professional documents using desktop publishing software.
- Ability to multi-task, cope with interruptions, and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information.
- Possess a high level of initiative and personal integrity.
- Satisfactory Criminal Record Check.
- Valid Class "G" Driver's License in good standing with dependable personal transportation.

*Note: The preferred candidate must be willing to provide consent for the Township to conduct a criminal record check prior to finalizing an employment offer.*

### Salary:

The salary range offered for this position is \$68,720 to \$84,370 per annum and includes a comprehensive benefits package.

### How to Apply:

Interested candidates are invited to forward their resume and a covering letter quoting **job # 2026-031** to Human Resources **by November 2, 2026, at 11:59 pm** to: [hr@clearview.ca](mailto:hr@clearview.ca)

*We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. No phone calls, please. The Township of Clearview does not use Artificial Intelligence (AI) technology at any stage of the recruitment process. The Township of Clearview is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).*

Please visit: [www.clearview.ca](http://www.clearview.ca)