

## THE CHALLENGE

This position is responsible for managing the verification, processing and allocation of all municipal property tax billings for the company's Canadian portfolio, and ensuring timely receipt of all tax refunds. Working in conjunction with the property tax team, the incumbent will prepare tenant tax recharges, maintain departmental tax records, take a lead role in managing the wind-down of the Ontario Vacancy Rebate program, conduct research and data collection, and identify and implement process efficiencies.

## WHAT YOU'LL DO

- Ensure the receipt, verification and processing for payment of all property tax billings for the Company's Canadian assets.
- Liaise with municipal tax offices to rectify errors, and ensure timely receipt of all tax refunds.
- Prepare and process property tax recharges for applicable tenants in accordance with lease terms and provincial and municipal tax legislation.
- Manage and oversee all aspects related to the wind-down of the Ontario Vacancy Rebate program.
- Prepare and analyze property valuation data, and conduct assessment and tax impact analysis as assigned.
- Conduct research and collect data from internal and external sources, analyze and understand market trends and identify potential impact to the Company's Canadian assets.
- Assist in the development of practical application of technology to identify process efficiencies through automation with a goal to minimize existing manual functions.
- Maintain property assessment and tax information, including electronic organization of all relevant documentation. Provide administrative support as required.
- Take the lead in updating and maintaining policies and procedures for the department.
- Special projects as assigned.

## WHO YOU ARE

- A team player with strong interpersonal skills
- An excellent communicator, verbal and written
- Excellent with time management and organizational skills
- Analytical with good problem solving skills
- Detail-oriented and focused on accuracy
- Able to work under pressure and multi-task with minimal supervision
- Able to interact at all organizational levels with tact and diplomacy
- Able to take initiative, and possess a continuous improvement and growth mindset

## WHAT YOU NEED TO SUCCEED

- Post-secondary education or related commercial real estate industry experience
- Minimum of 5 years property tax administration experience in related function
- Strong knowledge of commercial assessment valuation principles, assessment and taxation legislation
- Strong skillset in lease interpretation and accounting principles in the property management environment
- Strong computer literacy skill-set: Advanced Excel, Word, PowerPoint software applications
- Experience in implementing data management processes and procedures

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