



**Property Tax Administrator  
SmartCentres - Vaughan, ON**

**Title:** Property Tax Administrator

**Reports to:** Senior Director, Property Taxation

**Department:** Property Taxation

**Qualifications**

**Academic/Education Requirements:**

- University Degree or College Diploma
- Public Administration Diploma (preferred)

**Required skills/Experience:**

- Good oral and written skills;
- 1-3 years previous administrative experience;
- Experienced using Microsoft Office;
- Possess solid Internet and email skills
- Organized and attentive to detail and timelines;
- Ability to handle multiple demands and competing priorities;
- Capacity to work under pressure and to meet deadlines;
- Attention to internal processes;
- Self-motivated and challenge oriented;
- Ability to work independently and as part of a team;
- Flexible and adaptable

**Responsibilities:**

- Review tax bills for errors (penalties, interest) and resolve issues with municipal tax & finance departments.
- Process all payments of realty taxes accurately and on time;
- Prepare and maintain tax department assessment and tax databases;
- Identify tenants assessed on supplementary and omitted tax bills and determine accuracy of billings;
- Follow up diligently with Accounts Payable to ensure that tax payment cheques are received on time for mailing to meet due dates;
- Contact municipalities to obtain additional documentation and information
- Assist accountants with tax bill explanations;
- Maintain assessment valuation records and document annual assessment changes and notify the Property Tax Associate;
- Prepare and maintain tax appeals/hearings database and provide tax department and consultants with weekly calendar of due dates;

- Prepare and file assessment appeal applications;
- Maintain internal records to record property changes that have an impact on the valuation and tax charges
- Maintain department file management;
- Review, record and process Consultant/Lawyer invoices;
- Provide administrative support to a team of six Tax Associates;

## Values

The Property Tax Administrator must be **client focused**, advocate and communicate a positive image of the company, both internally and externally. The Property Tax Administrator shall take **accountability** for decisions made and conduct oneself in a **respectful** and ethical manner in representing the company's interests. The Property Tax Administrator shall demonstrate **entrepreneurialism** and behave like an "owner" in carrying out daily tasks and responsibilities; demonstrating creativity and resourcefulness in achieving desired results. The Property Tax Administrator is expected to be a **team player** and work effectively with colleagues and associates in terms of input, sharing of ideas and working to achieve common goal.

*We are an equal opportunity employer committed to an inclusive and accessible recruitment and selection process. If you are contacted about an employment opportunity, please advise if you require accommodation.*

Job Type: Full-time

Experience:

- Administrative: 1 year (Preferred)

Education:

Bachelor's Degree (Preferred)