



Senior Property Tax Analyst SmartCentres - Vaughan, ON

Title: Senior Property Tax Analyst

Reports to: Senior Director, Property Taxation

Department: Property Tax

Position Summary

Responsible for administrative and analytical duties, related to property assessment and taxation for a portfolio of projects across Canada.

Academic/Education Requirements:

- A University Degree or College Diploma
- AIMA designation (working towards)
- Paralegal license, an asset

Required skills/Experience:

- Minimum of 5 years' experience in Property Assessment and Tax as applied to real estate development, property and asset management across Canada;
- Knowledge of assessment and appraisal theory, regulations and policy;
- Sound knowledge of real property assessment, tax legislation and regulations;
- Great oral and written skills with the ability to effectively communicate across all levels within and outside of the organization;
- Strong organizational skills, with excellent technical, research and analytical skills;
- Capacity to work under pressure and to meet deadlines without sacrificing accuracy;
- Must have good Microsoft office computer skills and knowledge and experience related to the appropriate use of technology and information systems in a real estate development and property management environment;
- Valid Ontario driver's license;
- Ability to design and recommend creative solutions for department administrative functions - i.e. process improvement design so that high-volume functions are performed in an efficient, time-saving manner without sacrificing accuracy
- Self-motivated, challenge oriented
- Team focused

Responsibilities:

The specific duties and responsibilities for this position include but are not limited to the following:

- Responsible for a medium size portfolio of properties throughout Canada (30+ properties) which may include residential, multi-residential, office, and retail properties;

- Act as a consultant to other departments and provide support on assessment and tax bill information;
- Prepare applications for tax adjustments related to errors in tax bills, vacant space, charity in compliance with the appropriate legislative requirements;
- Train and coach new associates and accounting as required;
- Review tax bills for errors and resolve issues with municipal tax & finance departments;
- Assemble and compile essential data on owned and managed properties such as zoning, parking requirements, rental income, sale data, cap rates etc;
- Attend assessment tribunals and conferences;
- Meet with City Staff;
- Stay current with assessment and tax legislation;
- Prepare and submit property tax budgets and cash flows;
- Take ownership of special tax-related projects, as assigned;
- Work with outside legal service suppliers and consultants in conjunction with Property Tax manager to reduce and mitigate taxes;
- Negotiate equitable settlements with provincial assessment officials for recommendation to Senior Director;
- Contact and obtain assessment information from Assessors and prepare accurate and reliable tenant assessment allocation schedules;
- Investigate acquisitions and dispositions to ensure statement of adjustments reflect appropriate adjustments of taxes;
- Prepare information required for submission to assessment and municipal authorities for the purposes of Assessment Appeals;
- Respond to tenant queries

Values

The Property Tax Analyst must be **client focused**, advocate and communicate a positive image of the company, both internally and externally. The Property Tax Analyst shall take **accountability** for decisions made and conduct oneself in a **respectful** and ethical manner in representing the company's interests. The Property Tax Analyst shall demonstrate **entrepreneurialism** and behave like an "owner" in carrying out daily tasks and responsibilities; demonstrating creativity and resourcefulness in achieving desired results. Property Tax Analyst 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:

- Property Assessment & Tax: 5 years (Preferred)

Education:

- Bachelor's Degree (Preferred)

Licence:

Ontario Drivers License (Preferred)