



RIO CAN
REAL VISION. SOLID GROUND.

Property Tax Analyst

RioCan Real Estate Investment Trust

Toronto, Ontario, Canada (Hybrid)

POSITION OVERVIEW:

Reporting to the Director, this position is responsible for managing all property tax calculation analysis, Municipal Act appeals, preparation of all Municipal Act applications and responding to inquiries. Prepare annual commercial realty tax budgets and keep apprised of all municipal and legislative changes affecting property taxes across Canada.

RESPONSIBILITIES:

- Analyze the tax calculations to determine if taxes are correctly calculated.
- Identify properties that require a Municipal Tax Appeal to the Assessment Review Board (ARB) for incorrect calculations and appeal when necessary.
- Provide Statement of Issues, tax recalculations and arguments for the appealed properties and ensure refunds are correctly calculated and received.
- Provide calculations for appeal reductions, tax repercussions from appeals and possible demolitions.
- Respond to questions and information requests from Recovery Accountant and Managers regarding tax calculations and refunds.
- Analyze and ensure severances are properly done and tax adjustments are correctly calculated and billed by the Municipality.
- Review and analyze tax recalculations from Minutes of Settlement, additional bills received for prior years and follow-up on adjustments when needed.
- Negotiate with Tax Collector/Tax Manager for a review of recalculation necessary to correct tax billings and realize refunds.
- Analyze and reconcile tax savings.
- Review all outstanding requests from Municipalities and ensure the necessary information is provided. Follow-up on requests from Municipalities to ensure these are received.



RIO CAN
REAL VISION. SOLID GROUND.

- Prepare all Municipal Act applications and send to the corresponding Municipality or the ARB by February 28th deadline.
- Review and identify all properties that were not heard and decided by Council and appeal to the ARB by deadline of the taxation year.
- Prepare cheque payment analysis. Arrange PAP set up.
- Prepare annual realty tax budget for all properties.
- Review PO inquiry details.
- Provide tax information to Investments Team as required.
- Other duties / projects as assigned.

QUALIFICATION REQUIREMENTS:

- University Degree / College Diploma in relevant field of study
- Minimum 5 years of previous relevant experience
- Proficient in Excel, Word and PowerPoint
- Exceptional written and verbal communication skills

To apply please apply directly through our careers page:

<https://riocan.com/English/careers/job-opportunities/default.aspx>

RioCan brings together smart, talented people from diverse backgrounds, and creates spaces where we can all prosper. People are at the core of who we are, and we respect that they have taken all kinds of paths to get here.

We are committed to creating an environment in which all employees are valued, included, and empowered to do their best work and bring great ideas. We value different voices and perspectives, and appreciate that unique backgrounds and identities make our organization stronger.

RioCan welcomes applications from all candidates and is committed to providing accommodations for people with disabilities. If you require accommodation at any stage of the application process please let us know and we will be happy to work with you to meet your needs.