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P.O. Box 250
PARRY SOUND, ONTARIO
P2A 2X4

PHONE:
(705) 746-2531
FAX:
(705) 746-5984

CHIEF
Warren Tabobandung

CHIEF COUNCILLOR
Vince Checkock

COUNCILLORS
Alexander Zygnaniuk
Dave Rice
Brent Tabobandung
Theresa McInnes

Wasauksing First Nation
EMPLOYMENT OPPORTUNITY – *Extended Posting*

PROGRAM AREA: Public Works Department / Property Taxation
POSITION TITLE: Tax Administrator
REPORTING PROTOCOL: Reports directly to the Lands Manager

The Tax Administrator is a full-time position and is directly responsible for the overall efficient and effective administration of the WFN property tax regime guided by the *Wasauksing First Nation Property Tax Law 2018*, the *Wasauksing First Nation Property Assessment Law 2018* and the *Wasauksing First Nation Property Transfer Tax Law 2018*. The position will ensure good relationships are developed and maintained and for keeping management and leadership current and up-to-date on all matters relating to tax administration. The position will also be responsible for administering land transfers and for being a contact point for Parry Island Cottagers and any other taxpayers regarding land management and compliance issues.

DUTIES AND RESPONSIBILITIES:

- Works in partnership with the Lands Manager, Director of Public Works, Chief Executive Director and Director of Finance in the development of annual property tax expenditure and tax rate laws;
- Assists in the development of the annual preliminary and final property tax budgets;
- Develops materials, processes and protocols to ensure good communications and relations with taxpayers, including developing a possible Taxpayer Representation Law or policy;
- Responsible for all tax collection, notice and enforcement activities;
- Processes and responds to all tax related enquiries;
- Develops and maintains electronic and paper filing systems, including keeping information current and up to date within the tax administration software system
- Works with the contracted Assessor to ensure that all non-member and corporate taxable properties are assessed and that the annual tax roll is accurate;
- Works as the main point of contact for the Wasauksing Appeals Review Board and provides administrative support for the property tax appeals process;
- Organizes, attends and facilitates all taxpayer related meetings and information sessions;
- Ensures registration of taxpayer interests/transfers in the Wasauksing First Nation Land Registry and the First Nation Land Registry System;
- Develops briefing notes for Management and Chief & Council to help analyze issues and options for consideration;
- Maintains good working relationships with WFN legal representation, the Parry Island Cottagers Association (PICA), Wasauksing Lands Inc (WLI) and the First Nation Tax Commission (FNTC);
- Develops an annual work plan to help guide annual work activities and outcomes;
- Attends Council, committee meetings and/or management meetings upon request;
- Complies with all First Nation policies (Financial Administration Law, etc); and
- Completes other duties as may be assigned.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

- College Degree or Diploma in a related field and at least two years' experience working in a comparable position;
- Strong computer literacy and demonstrated experience with Microsoft Word, Excel, Powerpoint Presentation, desktop publishing and email applications;
- Must have excellent communication skills, both oral and written;
- Ability to handle complaints or issues in a professional manner;
- Must be reliable and dependable based on past work experience/history;

- Ability to work well independently and as a part of a team;
- Ability to prioritize tasks in a deadline driven environment while paying attention to detail;
- Must have a valid driver's license and be insurable under the First Nation insurance policy;
- Must be willing to complete the 8-week First Nation Tax Administration Program offered by the Tulo Centre of Indigenous Economics (costs to be covered WFN or the FNTC);
- Must provide a current acceptable CPIC as a condition of an offer of employment;
- Understanding and knowledge of Wasauksing programs and services an asset;
- Property tax administration experience an asset.

Rate of Pay and Classification - Grade 5 Step 1-7 of the approved Salary Grid (\$35,822 - \$48,903)

Please forward your cover letter, resume, copies of education credentials, including three (3) work-related references with permission to contact (marked CONFIDENTIAL) to:

Daniella Baker, Lands Manager
Wasauksing First Nation
P.O. Box 250
Parry Sound, ON P2A 2X4
or via email: lands@wasauksing.ca.

Applications must be received no later than - Wednesday, December 12, 2018 @ 4:00 pm EST. Late applications will not be accepted.

We thank all applicants and advise that only those selected for an interview will be contacted.