



Municipal Taxation Administrator (Contract Position)

About Torbay

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

The Position

The Town of Torbay is currently searching for a motivated, energetic, and enthusiastic individual to join our team as **Municipal Taxation Administrator**. Reporting to the Director of Financial Operations, the Municipal Taxation Administrator is responsible for the administration and collection of municipal property taxes in arrears. This position focuses on reviewing delinquent tax accounts, developing and implementing account-specific collection strategies, and recovering outstanding taxes in a fair, consistent, and legislatively compliant manner. The Municipal Taxation Administrator will work directly with the Accounts Receivable, Assessment & Procurement Administrator and property owners to negotiate payment plans and, where required, initiates enforcement actions including proceedings through Small Claims Court.

Core Duties & Responsibilities

Specifically, the Municipal Taxation Administrator will:

- Promote the Town's vision, values, priorities and objectives to colleagues and the public.
- Foster effective working relationships based on mutual respect and accountability.
- Ensure open and effective communication is established with applicable parties and maintain an environment based upon mutual respect and accountability.
- Manage and monitor all applicable municipal tax accounts in arrears for the Town of Torbay.
- Review applicable overdue accounts to assess risk, financial circumstances, and appropriate collection methods.
- Develop and implement individualized collection strategies for all applicable accounts in arrears.
- Prepare all required documentation and acquire application support from the Director of Financial Operations prior to implementing enforcement actions, of which may include Small Claims Court proceedings where required.
- Negotiate, establish, and administer payment arrangements in accordance with applicable Town policies and procedures.

- Act as, or support, a representative of the Town of Torbay in Small Claims Court proceedings, as required.
- Prepare reports on tax arrears, collections, payment plans, and enforcement outcomes.
- Ensure compliance with applicable provincial legislation, municipal bylaws, and Council policies.
- Engage regularly with the public, demonstrating professionalism and discretion while effectively managing sensitive and complex situations.
- Maintain confidentiality of taxpayer information and uphold professional standards.

Qualifications

The ideal candidate will have:

- Post-secondary education in accounting, finance, business administration, or a related field.
- Minimum of three (3) years of progressive experience in municipal finance, taxation, accounts receivable, or revenue collection.
- Strong knowledge of municipal taxation processes, arrears management, and collection practices.
- Familiarity with applicable provincial legislation, municipal bylaws, and regulatory requirements related to taxation and collections.
- Experience preparing documentation for and participating in legal proceedings, such as Small Claims Court, would be considered an asset.
- Demonstrated ability to analyze financial information, assess risk, and develop effective, individualized collection strategies.
- Proven experience in negotiation and conflict resolution, with the ability to manage sensitive and complex interactions professionally.
- Excellent communication and interpersonal skills, with the ability to build respectful and productive relationships with colleagues, stakeholders, and the public.
- Strong organizational skills with the ability to manage multiple accounts and priorities, ensuring accuracy and attention to detail.
- High level of integrity, discretion, and confidentiality when handling sensitive financial and personal information.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Commitment to customer service excellence and alignment with the Town's vision, values, and objectives.

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence to careers@torbay.ca no later than **4PM on Monday May 18th, 2026**.

If you are searching for a dynamic position and are looking to join a high-functioning team, we want to hear from you!

At the Town of Torbay, we are dedicated to fostering a diverse, inclusive, and equitable workplace. We value and respect the unique perspectives, backgrounds, and talents of all individuals. Our commitment to employment equity is integral to our hiring practices,

ensuring fairness and equal opportunities for all qualified candidates regardless of race, ethnicity, gender, sexual orientation, disability, religion, or any other characteristic protected by law. We strive to create an environment where every employee feels valued, respected, and empowered to contribute to our community's success.

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.