



## **Employment Opportunity**

### **Property Tax Administrator**

#### **Who we are**

The Municipality of the District of Lunenburg is a progressive and innovative municipal government on the beautiful South Shore of Nova Scotia. We work collaboratively with other municipalities and are an economic leader.

We value our team members and their contributions to achieving our ultimate goal - providing exemplary service to our residents and visitors.

#### **Work with MODL**

We believe in a healthy work life balance for all employees that respects their personal time and allows them to lead fulfilling, impactful lives. We support the physical and mental health of our team through popular workplace wellness initiatives, generous EFAP services and an excellent benefits package. Lifelong learning is valued—we invest in educational opportunities for our employees.

As an equal opportunity employer, we're taking action to change and grow to be a truly diverse, equitable, and inclusive municipality. We are committed to offering equal employment opportunities based on qualifications and performance, and free from discrimination because of age, race or ethnic origin, religion, sex, sexual orientation, disability, family status, gender identity, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code. At MODL, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide candidates with accommodations as required. If you require any accommodations at any point during the application and hiring process, please contact [Human Resources](#)

#### **About the role**

The Property Tax Administrator prepares tax bills and maintains tax account records; ensures accuracy in all aspects of tax billing, collection and notification; leads the process related to tax sales; and is the primary contact for property tax billing inquiries.

## Is this you?

Minimum qualifications include:

- Diploma in business administration or related discipline; and
- 5 years experience in municipal property taxes; OR
- An equivalent combination of education and experience.
- Skilled at using Microsoft Office software and Townsuite financial software.
- Knowledge of Municipal Government Act, Municipal By-Laws, policies and procedures.
- Understanding of property law considered an asset.
- Ability to empathize when dealing with customers who are behind in tax payments and/or enduring hardship.
- Excellent verbal and written communication skills.

Visit [modl.ca](http://modl.ca) to view the full job description.

## Conditions of Employment

- Full time, permanent
- 35 hours per week
- Salary range: \$53,238 - \$66,547 (Salary Band 50), commensurate with qualifications and experience.

To apply, submit a resume and cover letter in confidence to:

Ashley Chase, Human Resources Officer  
[employment@mjsb.ca](mailto:employment@mjsb.ca)

COMP# MODLPROPTAXADMIN\_2023

Deadline to apply: **May 23, 2023**