



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
(705) 432-2355

## **Job Position: Tax Collector – Manager of Accounting Full Time – Permanent**

Hours: 35-hour work week - Monday to Friday from 8:30 a.m. to 4:30 p.m.

Rate of Pay: **\$77,639 to \$95,906 per year**

Location: 1 Cameron St. E, Cannington, Ontario

An excellent career opportunity awaits you in the Township of Brock. If you want to work in a community that is set in one of the most beautiful natural settings in Canada and offers a great quality of life with all the amenities, this is the job for you! The Township of Brock, having a population of 12,567, is primarily a rural municipality situated on the shores of Lake Simcoe and is home to three urban centres, Beaverton, Cannington, and Sunderland.

The Township of Brock is accepting applications for the position of “Tax Collector/Manager of Accounting” to work under the direction of the Director of Finance/Treasurer in the Finance Department on a full-time basis. Some evening meeting attendance may be required.

### **Duties and Responsibilities:**

- Responsible for property tax collection and processes
- Maintaining tax accounts
- Assisting with financial budgeting
- Balancing
- Annual Audit
- Review of annual fees and services
- Analysis and Reporting
- Oversee a team consisting of a Tax & Accounting Clerk and an Accounts Payable Clerk
- Recommend Policy Improvements
- Supervise Daily Operations
- Manage pre-authorized payment plans
- Support proactive protection and enhancement of assessment tax base
- Lead the collection of tax arrears (including legal proceedings and tax sales)

As part of the finance management team, this position involves providing supervision and mentorship, ensuring operational goals are met, and supporting professional development.

### **Qualifications and Skills:**

- Post-secondary diploma in Finance, Accounting, or related discipline is required
- Minimum 3-5 years' experience in a municipal finance setting
- Proficiency in personal computer applications, including Microsoft Office and Excel
- Strong knowledge of municipal finance and taxation legislation
- Proven leadership abilities
- Committed to delivering efficient, responsive services

Preference will be given to candidates with supervisory experience, particularly those who have supported team development, conducted performance management, and contributed to the creation of standard operating procedures.

In addition to a competitive salary, the Township of Brock offers a comprehensive benefits package, which includes health and dental coverage, participation in the OMERS pension plan, paid vacation, and access to various employee programs.



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Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **4:00 p.m. on Friday, May 23, 2025**, to:

Human Resources Department  
Tax Collector/Manager of Accounting Competition  
Township of Brock, 1 Cameron Street East, P.O. Box 10, Cannington ON, L0E 1E0

[hr@brock.ca](mailto:hr@brock.ca)

The Township of Brock is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, Indigenous persons, persons of any gender identity and sexual orientation, and newcomers. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If you require accommodation at any time throughout the recruitment process, please contact **Human Resources** in advance at:

[hr@brock.ca](mailto:hr@brock.ca)

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.