



Municipality of Pictou County
46 Municipal Drive, Pictou
Nova Scotia, B0K 1H0

Tax Administration Clerk

Reports To: Manager of Revenue

Position Type: Full-Time (35 hours per week)

Salary Range: \$57,930.00 - \$65,280.78

Start Date: To Be Determined

Join Our Team

The Municipality of Pictou County is seeking a detail-oriented and customer-focused **Tax Administration Clerk** to join our Finance Department. This position plays an important role in delivering excellent service to residents while supporting municipal revenue operations, including property taxation, water billing, accounts receivable, and related financial administration.

If you enjoy working with people, have strong organizational skills, and take pride in maintaining accurate financial records, we encourage you to apply.

Key Responsibilities

Customer Service & Revenue Administration

- Provide professional, courteous service to residents and stakeholders in person, by phone, and through written correspondence.
- Process tax, water, and other municipal payments accurately and efficiently.
- Respond to inquiries related to taxation, water accounts, area rates, and municipal revenue services.
- Maintain and update account information, including ownership, address changes, adjustments, refunds, and correspondence.
- Process tax certificates, landfill vouchers, and other revenue-related documentation.
- Assist residents with municipal and provincial tax relief and rebate programs.
- Maintain mortgage company records and related billing information.
- Process incoming and outgoing mail and maintain organized financial records.
- Handle confidential financial and personal information with discretion.

Accounting & Financial Support

- Assist with annual tax billing and assessment roll maintenance.
- Prepare financial, taxation, and administrative reports.
- Calculate and apply interest charges to tax and water accounts.
- Support monthly balancing, revenue reporting, and bank reconciliation processes.
- Maintain area rate accounts, including fire protection, streetlighting, sewer services, road maintenance, and other special rates.
- Assist with accounts receivable and other Finance Department functions as required.

Operational Support

- Balance daily transactions and assist with cash handling procedures.
- Secure funds and financial records in accordance with municipal policies.
- Provide administrative support to Finance Department team members.
- Perform other related duties as assigned.

Qualifications

You will be successful in this role if you have:

Required

- Completion of a recognized program in Business Administration, Accounting, Finance, or a related field.
- Strong computer skills, including proficiency with Microsoft Office and Excel.
- Excellent attention to detail and commitment to accuracy.
- Strong organizational, time-management, and record-keeping skills.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work independently and collaboratively in a team environment.

Assets

- Experience in municipal administration, accounting, taxation, accounts receivable, or a related field.
- Experience handling cash, payment processing, and transaction balancing.
- Knowledge of municipal taxation and financial administration.
- Experience with municipal financial software, particularly Diamond Software Systems.

Why Work With Us?

The Municipality of Pictou County offers:

- Competitive salary and benefits package.
- A collaborative and supportive team environment.
- Meaningful work serving local residents and communities.
- Opportunities to develop your municipal finance and administration expertise.

Application Information

Applications will be accepted until **Wednesday, October 7, 2026**.

Please submit your resume and cover letter to:

Michelle Bingley
Manager of Revenue
E-mail: michelle.bingley@munpict.ca

Equity and Accessibility

The Municipality of Pictou County is an equal opportunity employer committed to fostering an inclusive workplace. We welcome applications from all qualified individuals and will provide accommodations throughout the recruitment process upon request.

Applicants requiring accommodation during the hiring process may contact **Michelle Bingley** at **michelle.bingley@munpict.ca**.