

# Position Profile

**Title:** Bilingual Tax Administrator  
**Reports to:** Senior Property Tax Manager  
**Department:** Property Taxation  
**Location:** Vaughan  
**Email Resume to:** [abarbeau@smartcentres.com](mailto:abarbeau@smartcentres.com)

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## **Minimum Requirements:**

- University or college diploma would be an asset;
- Good oral and written communication skills with the ability to effectively communicate across all levels within and outside of the organization;
- Fluent in both English and French;
- Advanced knowledge of Microsoft Office, particularly MS Word and Excel;
- Self-motivated and challenge oriented;
- Strong organization skills, with excellent technical, research and analytical skills;
- A proven “Team Player”;
- Dynamic and action orientated;
- Able to manage changing priorities;
- Capacity to work under pressure and meet deadlines.
- Ability to implement creative solutions for department administrative functions – i.e. process improvement design so that high-volume functions are performed in an efficient, time-saving manner without sacrificing accuracy.
- Exposure to accounting preferred;
- Knowledge of Property Assessment and Tax as applied to real estate development, property management, budgeting and real property assessment and tax legislation and regulations preferred.

## **Specific accountabilities but not limited to:**

- Review tax bills for errors (penalties, interest) and resolve issues with municipal tax & finance departments;
- Process all payments of realty taxes accurately and on time;
- Follow up diligently with Accounts Payable to ensure that tax payment cheques are received on time for mailing to meet due dates;
- Update and maintain tax department assessment and tax databases;
- Provide tax department and consultants with weekly calendar of due dates for tax appeals, hearings, etc.;
- Prepare tax department assessment appeal applications;
- Co-ordinate applications for tax adjustments related to vacancies, excess lands, acquisitions and dispositions;
- Maintain department file management.

## **Expectations:**

- **Team Building/Direction/Support** – The expectation is that the Property Administrator will play an active role in setting the bar for standards in the form of written expectations for each team member. It is also expected that the Position, in unison with the other Property Management Leaders, will develop a policies and procedures guidebook, for the purposes of documenting processes and as a means for teaching and providing support and direction to the entire group.

- **Process Improvement and Innovation** – The expectation is that the Property Administrator will take part in COE (correction of error) meetings and then implement the results of each COE meeting in which process improvements are identified. The Property Administrator will also strive, continuously, to not only improve the property and asset management process, but also ensure that appropriate respect and attention is given by each member of his/her team to the other functional areas of the company, our tenants, and outside vendors with which they must coordinate to accomplish their mission.
- **Relationship Management** – The expectation is that the Property Administrator will own the property and asset management process and the management of outside relationships.