



The Township of Georgian Bay is a growing water-based community in the District of Muskoka along the eastern shore of Georgian Bay. We offer a scenic place to live and work, along with a supportive and fun workplace culture that values staff through celebrations, events, and recognition initiatives. We also support work-life balance through a Flexible Work Policy, including work-from-home and compressed workweek options, where possible.

Home to many inland lakes and the gateway to the world-famous 30,000 Islands and Georgian Bay Islands National Park, the Township is rich in history and natural beauty. With a permanent population of approximately 3,500 and a seasonal population of around 17,500, our municipal office in Port Severn is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding communities. Read our [Community Profile](#) to learn more.

Overview: The Supervisor of Revenue and Accounting Services is responsible for performing accounting activities related to tax billing/collections for property taxes and receivables/payables. This position supervises the Finance and Customer Service Clerk, Accounts Payable Clerk, and oversees the collection and recording of municipal revenues. The Supervisor supports the protection and enhancement of the assessment tax base, and provides analysis of assessment growth, supplementary taxation and tax incentive/deferral programs. This role is responsible for implementation of processes and procedures in the taxation and accounting area.

Duties include but are not limited to:

- Verify the accuracy of the assessment roll and prepare interim, final, and supplementary tax billings.
- Maintain up-to-date knowledge of the Assessment Act, Municipal Act, Assessment Review Board Act and Procedures, and other legislation pertaining to the assessment and taxation functions.
- Act as the point of contact for all customer and third-party inquiries including mortgage companies and legal firm's queries related to property tax.
- Issue tax certificates as required, liaison with the Municipal Property Assessment Corporation (MPAC), and administer the pre-authorized payment program.
- Responsible for municipal tax sale proceedings including negotiation of payment arrangements for difficult or sensitive property tax accounts, the delegated authority to registered tax arrears certificate on title of qualified real property, tax sale proceedings through public tender or auction, sign and register land transfer deed on behalf of the Township.
- Process electronic data interchange payment files from bank and apply payments to accounts.
- Conduct accounts receivable billing, collections of aged receivables, verification of compliance with the User Fees By-Law, as well as maintain the revenues, accounts-receivable and tax billing systems, and prepare applicable year end working papers and account reconciliations.
- Supervise the Township's taxation, revenue, accounting, customer service, and accounts payable functions, ensuring compliance with legislation, accounting standards, financial controls, and municipal policies and procedures while delivering accurate and efficient financial services

Knowledge/experience:

- Post-secondary diploma or degree in Business Administration, Commerce, Accounting, or Finance.
- Municipal Tax Administration Program certification is an asset; Municipal Accounting and Finance Program certification is also an asset.
- Three (3) to five (5) years of directly related experience.
- Strong knowledge of, and ability to interpret and explain, complex legislation including:
 - Corporate by-laws and applicable legislation and regulations
 - Municipal administration
 - Municipal Act
 - Assessment Act
 - Other provincial and municipal statutes and regulations governing assessment, taxation, and municipal governance
- Excellent written and verbal communication and problem-solving skills.
- Proficiency with relevant computer applications.

Wage rate: \$83,247 to \$93,695 annually, based on a 35-hour workweek.

The Township of Georgian Bay offers a competitive benefits package and is a member of the OMERS pension plan. Our Flexible Work policy allows for a hybrid work schedule or compressed workweek option, as appropriate.

Interested individuals are asked to forward their resume no later than **4:00 p.m. on October 25, 2026**, to the Human Resources Department by email: jobs@gbtownship.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, personal information collected under the authority of the Municipal Act will only be used for candidate selection.

The Township of Georgian Bay does not use artificial intelligence (AI) to screen, assess, or select applicants.

The Township of Georgian Bay is an equal opportunity employer committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation during the recruitment process, please notify us when contacted for an interview, and we will work with you to meet your needs.