



MANAGER, PROPERTY TAX ANALYSIS

PROPERTY TAX

POSITION SUMMARY

Manages all business service activity for DMA's clients and coordinates these efforts with the various key Account Managers. Monitor property tax issues and provide municipal knowledge to clients and DMA's Canadian tax professionals. Responsible for the detailed tax calculations resulting from Assessment Review Board decisions, tax reduction applications, supplementary and omitted assessments, new construction, new to class, vacancies, and property apportionments to determine the impact of provincial tax legislation. Provide stand-alone tax bill reviews for DMA's clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct tax research and data analysis
- Research tax questions and issues
- Gather tax data to support tax reductions, review MPAC and ARB settlements, and review client documents related to property tax and assessment
- Prepare and revise property tax calculation spreadsheets
- Provide tax analysis to internal and external clients
- Provide future years tax forecast for client portfolio
- Maintain the Property Tax Analysis template
- Reconcile municipal tax adjustments and compile invoice letters and backup documents
- Correspond with Municipalities to obtain tax adjustment information, discuss any tax discrepancies, obtain tax rate date, etc.
- Assist in client invoicing

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide budget estimates for monthly invoicing goals to management
- Maintain and update the Tax Resource Database
- Perform other duties as assigned

EDUCATION AND QUALIFICATIONS

- Degree in Accounting, Business, Finance, or related field
- 5+ years' relevant experience in property tax and assessment
- Thorough understanding of municipal taxation systems along with knowledge of the *Ontario Municipal Act*; additional provincial assessment legislation knowledge a plus
- Strong verbal and written communication skills
- Ability to multi-task, adhere to deadlines, and manage a high-volume workload
- Proficient in Microsoft Office products
- Valid Class P1 Paralegal license preferred



PHYSICAL REQUIREMENTS

- Ability to hear, understand, and distinguish speech and/or other sounds
- Prolonged periods of sitting at a desk and working on a computer
- Travel as required (between 5-15%, approximately)