



Employment Opportunity

Tax Collector

With a current population of approximately 24,000, the Township of Essa is located in the heart of the County of Simcoe, southwest of the City of Barrie. Essa is seeking an energetic, detail-oriented, motivated and career-minded individual to serve as the Township's Tax Collector.

Reporting to the Deputy Treasurer, the Tax Collector is responsible for the accurate collection and processing of property tax payments on a quarterly basis, received through in-person transactions, mail, financial institutions, electronic payments, and telephone payment systems. This role requires strong organizational and time-management skills to effectively prioritize workloads and perform assigned duties. Sound mathematical abilities are essential for verifying calculations and maintaining accurate records of cash receipts. The Tax Collector is also responsible for reconciling assessment information, preparing tax bills, and coordinating their distribution to taxpayers on a semi-annual basis.

Key Qualifications:

- Post-Secondary education/diploma in Business or Accounting and good knowledge of bookkeeping procedures.
- Completion of a Municipal Tax Administration Program (MTAP) is preferred - an equivalent combination of education and experience will be considered
- Four (4) years of municipal property tax experience.
- Advanced computer skills, with a high level of proficiency in Microsoft excel, data analysis, complex spreadsheets are required.
- Good knowledge of legislation, policies and procedures related to tax collection
- Ability to maintain professionalism and confidentiality of information at all times is critical

This is a full-time position, 35 hours per week. **Salary range is \$68,948.83 - \$85,379.79 (2026).** The Township of Essa offers benefits and a competitive compensation package. **Satisfactory Criminal Record Check will be required upon start.**

Qualified individuals are requested to email their interest, by **3:00 pm, August 11, 2026**, to:

Tax Collector Recruitment

Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0

essahr@essatownship.on.ca

A complete job description is available on our website: [Employment and Volunteering - Essa Township](#)

The Township of Essa is an equal opportunity employer. Accommodation will be made, upon request and where appropriate. We are dedicated to creating a workplace culture of inclusiveness and welcome applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

We thank all applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.