

POSITION PROFILE

Position Title	Assistant Manager, Realty Tax
Team	Risk Management & Property Tax
Position Location	Burlington
Reports to	Manager, Realty Tax
Date	November 2011

ABOUT US – DUNDEE REALTY MANAGEMENT CORP.

Dundee is an exceptionally dynamic and entrepreneurial organization. We seek out the best in everything we do. Our team is knowledgeable, diligent and dedicated and we share a real passion for our business and the desire to excel. Dundee is grounded in core organizational values including integrity, respect, fairness, transparency and accountability.

Our employees are our greatest asset and we are committed to providing a dynamic and rewarding environment in which our employees can thrive, including: promoting teamwork, communication, creativity and productivity; rewarding employees with professional and personal growth; encouraging continuous learning opportunities; providing competitive recognition and rewards programs; and, supporting a culture that values and respects employees and their ideas.

ROLE

Reporting to the Manager, Realty Tax, Dundee is looking to hire an **Assistant Manager, Realty Tax** with a minimum of 5 years of experience in the property assessment/taxation industry. Responsibilities include:

- Review, Analyze & Verify all incoming assessment and tax documents to determine appropriate action
- Oversee tax agents and review incoming reports for appropriate action
- Report on the status of appeals to the Manager, Realty Tax and internal staff when required
- Preparation and monitoring of Realty Tax schedules
- Preparation of requisitions for payment of property taxes and tax agent invoices
- Assist with the filing of Assessment Appeals and other Assessment and Municipal Act applications
- Respond to inquiries from assessment and taxation authorities as well as all inter departmental inquiries
- Assist with annual Budget preparation
- Other Duties as assigned

SKILLS

- **Strong people skills.** A team player with a proven ability to build relationships at all levels of an organization.
- **Strong communication skills.** Demonstrated in written and verbal reports, presentations, and meeting facilitation.
- **Responsiveness.** Ability to anticipate needs and commit to respond in agreed time frames.
- **Innovator.** Proven ability to identify, evaluate and develop new ideas and support with results.
- **Deliver on commitments.** Ability to set clear objectives and deliverable goals.

QUALIFICATIONS

- Undergraduate Degree, College Diploma
- Accreditation with the IMA or a similar organization preferred
- Direct experience in the commercial real estate environment an asset
- Experience with property tax calculations (capping and phase-in)
- Understanding of commercial real estate income and valuation data
- Strong analytical, spatial and mathematical skills
- Proficient in Microsoft Excel, Word, and Acrobat Reader and experience with JD Edwards system an asset