



## Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometers of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. #BeTheReason

- **Job ID #31631-Vacant Unit Tax Compliance Auditor**
- **Union:** Non-Union
- **Job Description ID #:** 7862
- **Close date:** Interested applicants please submit your application online at [www.hamilton.ca/city-council/jobs-city](http://www.hamilton.ca/city-council/jobs-city) by 4:00 p.m. on February 4 2026.
- **Vacancy type:** This posting is for an existing vacancy
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

Location

**Hamilton, Ontario (Hybrid)**

Department

**Corporate Services**

Employment Type

**Permanent, Full-Time**

Minimum Experience

**Experienced**

Compensation

**\$92,969.24-\$116,214.28**

### **SUMMARY OF DUTIES**

Reporting to the Manager, Vacant Unit Tax & Revenue, the incumbent is responsible for conducting audits and reviews of property occupancy declarations and complaints. The audit function is a key component of activities to support compliance and effectiveness of the Vacant Unit Tax program, generating additional revenue towards city housing initiatives. The position makes independent and objective determinations of cases

based on evidence and communications submitted by the property owner as well as through research and coordination with internal and external partners and agencies. The VUT Compliance Auditor develops findings and recommendations regarding the performance of the audit program, improvements to business processes, risk management and quality assurance.

This role ensures compliance with the VUT by-law and supports the City's housing initiatives through accurate auditing and reporting.

### **GENERAL DUTIES**

Lead the development and implementation of the Vacant Unit Tax (VUT) annual audit program to ensure compliance with the VUT By-law. Responsible to design audit campaigns, conduct risk assessments, and establish performance evaluation frameworks.

Establish and refine audit performance measures using best practices and benchmarking from internal and external sources. Collaborate with the Manager and Supervisor, Vacant Unit Tax to monitor, evaluate, and report on audit campaign outcomes.

Review and strengthen internal controls and procedures to support compliance with the VUT By-law. Identify areas of risk and develop strategies to detect and mitigate fraudulent occupancy declarations.

Conduct audits and manage annual audit campaigns of occupancy declarations and appeals. Analyze and evaluate evidence submitted by property owners, ensuring decisions are objective and based on sufficient and appropriate documentation.

Process audit applications and verify compliance with the VUT By-law and applicable guidelines. Maintain independence and objectivity throughout the audit process, adhering to privacy and access legislation to protect sensitive information.

Monitor compliance trends and recommend improvements to the VUT Program and By-law. Use audit findings to identify emerging patterns, such as new exemption types, and propose policy or procedural changes.

Respond to inquiries from property owners and the public regarding the VUT and related City procedures. Provide clear, professional communication and guidance.

Engage with internal and external stakeholders, including elected officials, consultants, developers, and other levels of government, to address audit-related matters and promote program transparency.

Prepare and assist with communications, such as briefing notes, Council reports, interim and annual program reports.

May provide backup coverage when necessary to the Supervisor or Manager, Vacant Unit Tax as required.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are related to the responsibilities of the position.

### **QUALIFICATIONS**

1. University degree or college diploma in Accounting, Commerce, Public Administration, Business Administration, Legal Studies, or a related field with experience and proficiency in internal or external audit, financial analysis and reporting, internal controls or re-engineering.
2. Chartered Professional Accountant (CPA), AMCTO – Municipal Accounting and Finance Program (MAFP), or other relevant compliance audit training or certification (e.g., Internal Auditing Certificate, Regulatory Compliance Certificate) are considered assets but not mandatory.
3. Demonstrated administrative and operational experience with strong attention to detail.
4. Supervisory experience would be considered an asset.
5. Excellent interpersonal skills with demonstrated tact and professionalism. Ability to function in a team based environment.
6. Demonstrated experience working with municipal by-laws, and the application and interpretation of Property Tax and Assessment Legislation.
7. Excellent analytical, organizational, verbal and written communication skills.
8. Possess a high level of personal integrity and be an excellent communicator.
9. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Excellent computer skills, in a Windows environment utilizing MS Office software. Extensive, knowledge of spreadsheet and database software. Knowledge of Vailtech would be considered an asset.
11. Valid Ontario Class "G" driver's licence.

**This salary is based on a preliminary evaluation. This position may be re-evaluated within six months of the filling of this position.**

### **Disclaimer:**

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

**Terms:**

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.



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- **Job ID #31632-Senior Policy Advisor-Vacant Unit Tax**
- **Union:** Non-Union
- **Job Description ID #:** 7863
- **Close date:** Interested applicants please submit your application online at [www.hamilton.ca/city-council/jobs-city](http://www.hamilton.ca/city-council/jobs-city) by 4:00 p.m. on February 4 2026.
- **Vacancy type:** This posting is for an existing vacancy
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- Location
- **Hamilton, Ontario (Hybrid)**
- Department
- **Corporate Services**
- Employment Type
- **Permanent, Full-Time**
- Minimum Experience
- **Experienced**
- Compensation

- **\$102,265.80-\$127,833.16**

### **OVERVIEW**

Reporting to the Manager, Vacant Unit Tax & Revenue, the Senior Policy Advisor – Vacant Unit Tax provides strategic direction in response to the multi-function needs of the Corporation. Assists in the development of policy recommendations and contributes to the identification of long range financial strategies in the delivery of services to meet the goals and objectives of the Corporate Strategy. Reviews and assesses all new/changes in Provincial and Federal legislation which has a revenue impact on the City.

Assists in the development of broad policies and long range strategies and assists in the development of long term financing strategies and business plans that correspond with revenue forecasts.

### **RESPONSIBILITIES**

You will be responsible for the delivery of a professional and sound, strategic policy advice to meet the growing needs of Council, senior management, staff, the public, residents and businesses of the City of Hamilton.

The Senior Policy Advisor is accountable to the Manager, Vacant Unit Tax & Revenue for ensuring sound policy recommendations that contribute to the identification of long range financial strategies in accordance with city and provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision & Values.

### **GENERAL & SPECIFIC DUTIES (INCLUDING, BUT NOT LIMITED TO)**

Provides senior level policy and project management support to the Manager to enable informed decision making on corporate direction and to provide context for planning and resource deployment.

Assists in the development and establishment of strategic directions for the successful management and delivery of policy initiatives impacting municipal service delivery and revenue implications.

Undertakes complex, sensitive research and investigations, analyses complex policy development and delivery issues and risks, including identifying and resolving emerging issues, risks and trends impacting on the successful achievement of key business objectives, financial policy initiatives and operational program imperatives.

Provides expert and authoritative advice, reasoned recommendations and innovative policy/program options and solutions to highly complex and sensitive issues to senior management and key community stakeholders on the policy and strategic implications of corporate initiatives.

Reviews and assesses all new/changes in Provincial and Federal legislation which has a revenue impact on the City.

Interprets policy frameworks and provides authoritative and strategic financial advice to Senior Management and Council.

Recommends changes in provincial and federal policy to ensure equitable basis for municipal service delivery.

Prepares and presents detailed, comprehensive reports and committee submissions on policy and operational/program issues, policy options and adhoc reports and correspondence.

Implements change, designs programs, prepares multi-party position or discussion papers to assist the corporation in adjusting to new roles and responsibilities as a result of changes made by the Province.

Attends public meetings and may be asked to present the city's position/actions to the public and outside government bodies.

Participates on cross departmental teams, and regularly acts as corporate advocate, in discussions on current revenue policy issues.

Responds to issues and queries raised by Council, corporate management and the public.

Ensures compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Provides benefit/cost analysis on a variety of revenue initiatives and develops recommendations for Committee consideration.

Maximizes funding levels from higher levels of government through entitlements such as grants, etc.

Reviews and monitors intergovernmental revenue policy issues.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

## **QUALIFICATIONS**

1. Post secondary education in a professional discipline pertinent to the job functions combined with relevant management training and sound business administration experience normally acquired through the completion of a University Degree in Business Administration, Commerce or Economics and/or a recognized professional accounting designation such as (CA, CGA, CMA) or an equivalent combination of education and related work experience.
2. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
3. Highly developed research and conceptual skills with ability to resolve complex policy issues by identifying and analyzing emerging issues and trends.
4. Proven expertise in Microsoft Excel, including advanced knowledge of functions and formulas, financial modeling, forecasting, and scenario analysis. Comfortable working with large datasets and integrating Excel with other tools (e.g. SQL, Power BI).
5. Demonstrated expertise in the successful management of financial, resourcing and operational demands of major projects within tight timeframes, budgetary parameters and strict legislative requirements.
6. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
7. Experienced in designing and delivering customer focused policies, programs and services.
8. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
10. Current and detailed understanding of the policy environment and government operations.
11. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization.
12. Excellent knowledge of computer software applications, budget systems and emerging trends in ABC/ABM/performance measurement and related systems.

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