

POSITION:	TAX CLERK	JD-TC
DATE:	May 2023	

Purpose

Under the direction of the Manager, the Tax Clerk is responsible for ensuring the financial and accounting records of the municipality are accurately prepared and maintained in accordance with District policies, procedures and bylaws. The primary scope of work focuses on property taxation functions, such as preparing annual property tax and penalty levies, various tax sale documentation and batch information to the general ledger. The Tax Clerk works closely with other Finance Department staff in a team environment.

Required Training and Experience

- Minimum 2 years post-secondary in accounting or business administration;
- Minimum of two years' experience in an accounting position, preferably in a municipal setting; and
- Minimum 50 wpm typing speed, 175 kpm data entry

Work Environment

- Works at Municipal Hall
- Long hours in sitting position
- Exposure to standard office equipment and computer

Main Scope of Work

- Answer public and internal inquiries relating to property tax, financial, bylaw and policy matters;
- Assist the financial leadership team on financial matters;
- Reconciles accounts monthly and annually, prepares year-end working papers for the property tax sub-system and other various financial sub-systems;
- Performs regular property tax data integrity queries;
- Under the direction of the Manager, administer the property tax prepayment plan, tax sale and preparation of the parcel tax rolls;
- Prepare tax notices, supplemental property tax adjustments and remittances to other authorities;
- Perform a variety of intermediate accounting duties within established procedures;
- Carry out analysis and research;
- Collect and compile data for grant programs, annual budget, and statutory reporting requirements;
- Process and reconcile bill payments, purchase orders, EFT's, property tax payments, homeowner grant applications, cash receipts and journal entries;
- Safeguard cash, cheques, performance bonds and letters of credit;
- Prepare correspondence and maintain filing systems of the Finance Department;
- As required, may assist with accounts payable, accounts receivable, budgets, utilities, and business licensing; and
- Perform other related duties as required.

Required Abilities, Technical Skills and Knowledge

- Exceptional ability to effectively communicate with tact and discretion when dealing with or settling requests, complaints, or clarifying information with a variety of internal and external contacts;
- Superior organizational, research and time management skills;
- Superior attention-to-detail and excellent mathematical skills;
- Basic skills to operate all general office equipment;
- Superior skills to competently utilize financial software systems;
- Superior skills to operate Microsoft Office and any other business software used by District, including intermediate Excel and Word skills;
- Fast and accurate data entry and typing skills;
- Ability to promote teamwork and work independently;
- Sound knowledge of the policies, procedures and principles of payroll, property taxation, collective agreements and other related accounting duties;
- Ability to interpret regulations, bylaws, and the of the *Local Government Act*, the *Community Charter*, *Home Owner Grant Act*, and other legislation affecting local government as required; and
- General knowledge of local community organizations and its citizens.

Human Resources and Safety Manager

Chief Administrative Officer

Employee Name

Employee Signature