



TEMPORARY FULL-TIME TAX CLERK

(Competition 23-31)

Position Overview

The City of Nanaimo is seeking a temporary full-time Tax Clerk. Under the supervision of the Assistant Manager, Revenue Services, the incumbent generates annual property tax and penalty levies, prepares various tax sale documentation, downloads batch information to the general ledger and prepares monthly and annual reconciliations.

Qualifications

Applicants must have completion of first level accounting/finance courses at a recognized College or University (equivalent to ACCT 100 (Financial Accounting I) and ACCT 201 (Financial Accounting II) and FNCE 130 (Intro to Finance), and a minimum of 2 years' related experience in a variety of accounting practices including experience with account analysis and reconciliation. An equivalent combination of education and experience may be considered.

Additional Information

This is a unionized position. \$35.16 - \$37.01 per hour (Jan 2022 Rate), based on a 35 hour work week. It is anticipated that this vacancy will be up to 14 months in duration.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 23-31 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Tuesday, July 18, 2023

Application Deadline

Tuesday, August 15, 2023
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
Phone: (250) 755-4406
Fax: (250) 755-4449