

Employment Opportunity

Tax & Utility Clerk Temporary Full-time

Morinville is a growing municipality of over 10,000 residents, offering a rich history and vibrant community spirit. Our team's professional skills directly impact the region, our community, and the people we serve. We provide citizens with quality services and programs by promoting good government, strong values, and partnerships. Come and work with us!

The Town of Morinville is currently seeking a temporary, full-time Tax & Utility Clerk to join the Financial Services Team. Reporting to the Finance Manager, the Tax and Utility Clerk is responsible for the maintenance of both utility and tax accounts. This position is one of three that work as a team to collaboratively fulfill the duties required to support the collection of utility fees and the management of property tax and assessment accounts. **This position has an end date of on or before August 1, 2025, based upon operational requirements.**

Key Responsibilities:

- Create and distribute annual assessment and tax notices.
- Administer the TIPP (tax installment payment plan) program.
- Manage and keep current the tax and assessment rolls with data from Land Titles, Municipal Affairs, the Town assessor, and property owners.
- Lead the Tax Recovery process for tax accounts in arrears.
- Generate and distribute Tax Certificates upon request.
- Respond professionally to customer service requests by phone and in person regarding inquiries such as new accounts, payments, billing, etc.
- Process daily payments made through online banking.
- Follow up on delinquent accounts and work with customers to produce mutually agreeable payment plans.
- Reconcile related general ledger accounts and aged trial balance reports.
- Support the annual audit process.
- Creation, maintenance, and billing of utility accounts.
- Preparation and processing of monthly utility levies.
- Scheduling and processing all work orders for meter reads, installs and/or servicing.
- Import water meter reads and waste management charges, monitoring any high or unusual reads and ensuring accounts are correct.
- Oversee disconnections of severely delinquent accounts.

Requirements:

- Post-secondary Degree or Diploma in accounting or related field is required. Equivalent combinations of education and experience may be considered.
- Experience in a municipal government setting considered an asset.
- Proficient in Microsoft Office (Excel, Word, Outlook), experience with Great Plains (Diamond Municipal Solutions) considered an asset.
- Demonstrated ability to manage multiple priorities and meet deadlines while working with considerable independence and resourcefulness.
- Confidence in practical, fair, and objective decision making.
- Excellent analytical abilities with a high degree of attention to detail along with high level of internal and external customer service.
- The successful candidate will be required to provide a criminal record check as a condition of employment.

Compensation/Hours of Work: Starting at \$30.94 to \$36.94 per hour based on qualifications and experience. Hours of work are based on a 35 hour/weekly schedule.

Application Deadline: Friday, January 10, 2025, at 12:00 PM (noon)

To apply to this position please visit
www.morinville.ca/careers

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.