



# BUILD A CITY. BUILD A FUTURE.



## Property & Tax Utility Representative 2

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.  
**Build a City. Build a Future at the City of Surrey***

### Scope

This position performs varied Property Tax & Utility clerical and cashing work, which requires considerable knowledge of the Property Tax & Utility functions, procedures and policies. Knowledge of relevant City, Provincial legislation, by-laws and their application to Property Tax & Utility functions is also required.

### Employment Status

Union - CUPE Local 402 – Regular Full-Time

### Responsibilities

- Use mathematical skills to process computations in regards to adjustments and billings.
- Perform billing, data entry and collection of Property Tax and Utility bills.
- Communicate property tax and utility information and interpret departmental policies and relevant legislation.
- Respond to customer inquiries and provide support in the processing of payments as needed, using established cash handling procedures.
- Train counter staff and support staff as required.
- Interact with the public while upholding policy.
- Maintain positive public relations, interpersonal and customer service skills especially at times when circumstances are strained.

### Qualifications

- Completion of grade 12 supplemented by an introductory Accounting course at a recognized post-secondary institute, plus Customer Services and Conflict Resolution courses
- Have a minimum of 3 years recent city experience and knowledge of the activities of other departments including minimum of one year's direct experience in a Property Tax and Utility environment.
- Have previous cashing experience preferably in the banking or financial environment.
- An acceptable equivalent combination of education, training and experience may be considered.
- Working knowledge of basic accounting journals, ledgers, trial balances and accounting transactions is an asset.

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## Other Information

Hourly Rate: \$33.50 (2024 Rates)

Steps	Hourly Rate
Step 1	\$33.50
Step 2 (6 Months)	\$34.75
Step 3 (18 Months)	\$35.71
Step 4 (30 Months)	\$36.72

Successful applicants must provide proof of qualifications. This position requires completion of a Police Information Check.

## Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6323.

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