

Benefit from work-place

balance

The Town of Sylvan Lake is a thriving, connected lakeside community that is resident focused, visitor friendly and THE place to do business. Fifteen minutes from Red Deer, and an hour and a half from both Calgary and Edmonton, we offer the amenities of a larger center with the relaxed living atmosphere of a smaller community. With abundant year-round recreational and cultural activities, we have definitely earned the name of "Brilliant All Year!"

The Town of Sylvan Lake's mission is to deliver responsible municipal services and infrastructure that support an outstanding quality of life, unforgettable experiences, and a strong, diverse economy. We achieve that through our values of integrity, accountability, engagement, innovation, diversity and inclusion and our highly skilled workforce. We are currently recruiting for our Finance Department for a:

Property Tax Clerk

Full time, permanent – 35 hours per week – Monday - Friday

Wage Range \$31.74 – \$37.90/Hour

The Tax Clerk administers municipal taxation services, ensuring the municipality receives the funds it is owed, which are essential for maintaining public services and infrastructure. By upholding standards of transparency, accuracy, and customer service, the Tax Clerk supports residents in understanding their property tax obligations and ensures compliance with relevant legislation and policies.

ACCOUNTABILITIES

1. Administers the annual tax levy by calculating rates, processing and reconciling assessments, and issuing tax notices.
2. Maintains, updates and reconciles tax accounts and assessment records to ensure accurate and timely information in collaboration with GIS, Planning & Development and Land Titles.
3. Provides responsive and informed customer service, both in person and online, to taxpayers and external stakeholder inquiries such as lawyers, mortgage companies, government agencies, and Town departments regarding tax levies, payments, penalties, registered ownership, legal descriptions, assessments, appeals and related matters.
4. Manage property tax payment plans and support payment processing functions.
5. Oversees tax arrears notifications and recovery procedures with various tax payers and agencies in accordance with legislation.
6. Ensures all tax-related documents are properly filed and retained.
7. Stays current with legislative changes and update procedures accordingly to remain in compliance with the Municipal Government Act.
8. Collaborates with GIS on assessment and taxation-related projects and improvements.
9. Supports the Finance department by providing backup for other financial and administrative functions.

EDUCATION AND EXPERIENCE

- Minimum of 3 years of property tax experience in a municipal setting
- Advanced Excel Skills and experience working with complicated spreadsheets

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- Formal accounting training is desirable
- Experience with accounting software such as Microsoft Dynamics Great Plains or Diamond is an asset

Qualified candidates considered for employment must have a valid class 5 driver's license and provide a criminal record check satisfactory to the Town of Sylvan Lake.

This is a terrific opportunity to work in a professional, team-focused environment. If you have a strong desire to be major contributor to the success of a vibrant and growing recreation community, this is an ideal position for you. We offer a total compensation package that offers flexibility, competitive wages, pension and benefits package that includes a comprehensive wellness component. If your qualifications, experience and values align, please submit your resume and cover letter in confidence specifying "Tax Clerk" in the subject line prior to November 16, 2025, to employment@sylvanlake.ca



The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however, only those candidates who are selected for an interview will be contacted.