

# BUILD A CITY. BUILD A FUTURE.



*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***

## Property Tax & Utility Representative 2

### Employment Status

Union - CUPE Local 402 – Regular Full-Time

### Scope

Performs specialized and complex duties related to property tax and/or utility accounts, managing the full-cycle processing of related transactions with accuracy and efficiency. Applies in-depth knowledge of procedures, policies, Provincial legislation, and City bylaws to interpret guidelines, resolve complex issues, and ensure compliance.

### Responsibilities

- Maintain accurate records and enter data related to Property Tax, Utility accounts, and other City revenue programs.
- Facilitate the entry of property tax transactions and utility billing activities for customer accounts in accordance with established procedures.
- Perform complex reconciliations of property tax and utility accounts involving significant municipal revenue.
- Perform and resolve discrepancies affecting financial records, billing, and reporting.
- Perform process to issue utility bills or process property tax transactions for relevant customer accounts.
- Perform analysis and reporting of property tax and utility accounts, identify discrepancies, and recommend corrective actions to ensure accuracy.
- Complete audit activities and assigned audit tasks under supervision.
- Communicate factual property tax and utility information and interprets departmental policies and relevant legislation.
- Perform other related duties as assigned.

### Qualifications

- Completion of grade 12 supplemented by a minimum of two introductory business and/or accounting courses equivalent to first year courses at a recognized post-secondary institute.
- Minimum of 5 years relevant experience, including 3 years of clerical/accounting experience in positions of increasing complexity and responsibility.
- Previous customer support experience, preferably in the financial or utility industry would be an asset.
- An equivalent combination of education, training and experience may be considered.

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This position requires completion of a Police Information Check and submission of Proof of Qualifications.

## Other Information

Pay Grade: 18  
Hourly Rate: \$34.75 (2024 Rates)

Pay Steps	Hourly Rate
Step 1	\$34.75
Step 2 (6 Months)	\$35.71
Step 3 (18 Months)	\$36.72
Step 4 (30 Months)	\$37.91

## Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7019

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