

The opportunity

Leduc County is looking for an experienced and highly motivated Accounting Technician – Tax. to join our team. Reporting to the Manager – Accounting Services, this exciting opportunity administers and maintains the tax processes. Through a solution-oriented approach, the accounting technician contributes to the execution of the department’s deliverables.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County’s vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Performs all tax related functions, including the preparation of annual tax notices, calculation and notification of penalties, assessment adjustments, tax collection, tax certificate processing and tax notification registration and discharges.
 - Reconciles assessment changes to tax rolls.
 - Prepares and processes the monthly Tax Installment Payment Plan.
- Assists with the tax recovery processes, including preparation of the tax sale listing, monitoring agreement payments and assisting with advertisements.
- Provides property tax information to the public, property owners and lawyers, responding to general and specific inquiries.
- Researches and carries out special projects, studies and reports as assigned.
- Assists with accounts payable/receivable, utilities and cash receipting as required.
- Provides backup to the Accounting Technician – Utilities, Accounting Clerk – Cash Receipting and Administrative Assistant/Receptionist – Finance as required.
- Adheres to guidelines as set out in Leduc County’s policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- An accounting diploma and three years of accounting experience.
- Must be able to contribute effectively in a team environment and provide consistent, friendly, professional customer service to internal and external customers in the face of ongoing change, regular interruptions and the pressure of deadlines.
- Proficiency with Microsoft Office suite of tools and other database and spreadsheet applications.

Nice to have

- Familiarity with municipal operations and knowledge of rural communities.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$65,744.00 and \$82,180.00, flexible work options, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted via the blue 'apply now' button below to be considered.

We thank all applicants however only those selected for an interview will be contacted.