Taxation Clerk 1

Position ID: J0326-0270

Job Type: Part Time

Department: Taxation

Number Of Positions: 1

Min Salary: $33.59/Hour

Max Salary: $41.99/Hour

Posting Closing Date: April 10, 2026

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Tax Clerk I is responsible for providing day-to-day customer service to residents related to property tax accounts and ensuring the integrity of the municipal tax roll. This position is responsible for the maintenance of all tax roll accounts, including any tax adjustments. The Tax Clerk I is responsible for monthly tax payment plan additions, deletions and changes as well as monthly tax payment submission to the bank. Mortgage updates, address updates, daily bank imports and setting up payment schedules and/or agreements for Clean Energy Improvement Program.

Responsibilities include:
•Providing excellent customer service to residents related to property tax accounts over the phone, via email and at the front counter.

•Maintenance of all property tax accounts, this includes processing any tax adjustments
•Utility transfers, A/R transfers, tax refunds and payment adjustments to correct tax roll.
• Administration of the Monthly Tax Payment Plan
• Additions, deletions and changes including payment submission to the bank.
•Collaborating with multiple internal departments (including Assessment, Utilities, and Information Technology) and external parties such as law offices and mortgage companies.
•Ensuring the integrity of the property taxation roll within the financial system
• Update requests from mortgage companies
• Update mailing addresses upon request
• Clean Energy Improvement Program
• Collaborate with Alberta municipalities
• Prepare prequalification approvals, CEIP Agreements including Schedules B&C

You Bring:

• Post-secondary diploma, in an administrative field such as business administration, office administration, legal studies or a related field
• Prior experience working in property taxation within a municipal government would be preferred
• Prior work experience in a legal environment would be an asset
• Experience working and coordinating with internal and external stakeholders
• Strong customer service and relationship building skills
• Strong proficiency in Microsoft Office applications including Excel and Word
• Experience with various software systems such as Dynamics, SharePoint would be an asset
• Strong analytical and problem solving skills
• Strong attention to detail and accuracy
• Strong verbal and written communication skills
• Ability to work within a high-volume, fast paced work environment
• Ability to quickly align with shifting priorities, work assignments and timelines
• Ability to communicate with a variety of stakeholders in a tactful, and professional manner
• Ability to work independently and to demonstrate initiative and resourcefulness in establishing and achieving business objectives
• Ability to be a positive influence in a team-setting
• Ability to respond positively to changing needs and conditions
• A growth mindset with desire to learn

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

• Excellent health, dental, paramedical, and benefits plan
• First-in-class pension plan
• Career development and tuition reimbursement
• Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a permanent part time position with 30 hours per week.

Next Steps:

Candidates are invited to apply online at City of Airdrie - Job Opportunities. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.