



# UTILITIES & TAX TECHNICIAN

Permanent / Full-Time

## Join our Team and Make a Difference!

Red Deer County is seeking an experienced, detail-oriented, and customer-focused Utilities & Tax Technician to join our team. Reporting to the Utilities & Tax Coordinator, this position plays an important role in supporting the accurate administration of utility billing, property tax accounts, accounts receivable, and related customer service functions.

This is an excellent opportunity for someone who enjoys working with financial processes, solving problems, and providing responsive service to both internal and external customers.

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## What You'll Do

- Process utility and tax account transactions, including adjustments, transfers, setup, and maintenance
- Maintain accurate account records and manage pre-authorized payment programs
- Assist with payment processing, reconciliations, reporting, and documentation
- Support the preparation and distribution of utility notices, tax notices, and related correspondence
- Respond to inquiries from residents, property owners, legal representatives, financial institutions, and staff
- Review account information, identify discrepancies, and support timely resolution
- Provide front-line and administrative support during peak periods
- Ensure work is completed in accordance with County procedures, policies, and applicable legislation

## What You Bring

- A post-secondary diploma in Accounting, Business Administration, Business Management, or a related field
- At least four (4) years of related experience in utilities, property tax administration, accounts receivable, or a similar environment
- Strong attention to detail, organization, and analytical skills
- Excellent communication and customer service abilities
- Proficiency in Microsoft Word and Excel
- Experience with financial systems such as Diamond, Oracle Fusion, or similar software
- An acceptable Criminal Record Check is required.
- The following are considered assets:
  - Experience in a local government environment
  - Experience with Automatic Meter Reading (AMR) systems
  - Previous supervisory or team lead experience

## **Why Join Us?**

This role is ideal for a professional who values accuracy, teamwork, and public service. You will be part of a collaborative environment where your work helps support essential municipal services and a positive customer experience.

We offer a competitive compensation package, comprehensive benefits, and the opportunity to be part of a supportive and collaborative team. This position also provides a consistent Monday to Friday schedule that supports work-life balance, allowing you to build a rewarding career while maintaining time for the people and activities that matter most.

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### **Additional Information:**

**Position Type:** Permanent, Full-Time

**Hours of Work:** Monday to Friday, 8:30 a.m. to 4:30 p.m.

**Department:** Corporate Services

**Salary Scale:** \$65,375.00 - \$87,964.00

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**Application Details:** Apply today and bring your expertise to a role where your contributions truly matter. If you're ready to be part of a supportive team and amazing work culture, we'd love to hear from you!

Submit your cover letter and resume, quoting the position title, no later than **8:00 a.m. Monday, April 27, 2026**, to:

**HUMAN RESOURCES DEPT.**

[hr@rdcounty.ca](mailto:hr@rdcounty.ca)

[www.rdcountry.ca](http://www.rdcountry.ca)



***Join us at Red Deer County and make a meaningful impact!***

***\*\* A full position description is available upon request. \*\****

*Red Deer County is an equal-opportunity employer and encourages applications from all qualified individuals.*

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

