

Property Tax Clerk

The Municipal District of Bonnyville No. 87 invites applications for the position of **Property Tax Clerk**. The successful candidate is responsible for assisting the Assessment Services function within the Finance & Strategic Services Department in municipal property taxation and providing clerical support to the Manager of Assessment Services.

Duties & Responsibilities:

- Provide property tax customer service and support to internal and external customers through in person, telephone, and email interactions.
- Assist in the maintenance of the property tax roll and other related functions.
- Operate, and maintain the computerized property tax system, including the processing of ownership records, tax financial records, school declaration records, property tax coding conventions, tax levying data, local improvement records, pre-authorized payment records, tax recovery records and other similar records.
- Verify and/or provide GL coding for processing as required.
- Reconcile monthly tax receivables to the GL and other similar reconciliations as required.
- Perform records management functions by operating electronic records software and maintaining accurate filing of physical and digital records in the municipality's system.
- Assist with record maintenance, including reviewing filed records to verify accuracy, applying the appropriate retention period to each record and ensuring the proper disposition of records after their retention period has expired.
- Retrieve documents, records, and reports.
- Provide clerical support for the Property Tax Officer and the Manager of Assessment Services.
- Provide other data entry and customer support for the Assessment Services function as required.
- Perform other related duties within the scope of the position as required.

Qualifications:

- A minimum of one (1) year experience in municipal government.
- Proficient with computerized accounting systems and Microsoft Office products.
- Familiarity with municipal property tax software would be an asset.
- Excellent written and verbal communication skills.
- Good interpersonal and teambuilding skills, as well as the ability to handle public inquiries, complaints, etc.
- Ability to demonstrate excellent organizational, time management, and multi-tasking skills.
- Ability to work well on a team or with minimal supervision.
- Ability to maintain strict confidentiality.
- Must provide a Criminal Record Check with satisfactory results.

Please visit md.bonnyville.ab.ca/jobs.aspx for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

Attn: Human Resources

Postal Bag 1010

Bonnyville, Alberta T9N 2J7

Fax: (780) 826-4524

Email: hr@md.bonnyville.ab.ca

Closing Date for Applications: Open until suitable candidate found