

Employment Opportunity

Tax & Utility Clerk

Permanent Full-Time

Morinville is a growing municipality of over 10,000 residents, offering a rich history and vibrant community spirit. Our team's professional skills directly impact the region, our community, and the people we serve. We provide citizens with quality services and programs by promoting good government, strong values, and partnerships. Come and work with us!

The Town of Morinville is currently seeking a permanent full time Tax & Utility Clerk to join the Financial Services Team. Reporting to the Finance Manager, the Tax and Utility Clerk is responsible for the maintenance of both utility and tax accounts. This position is one of three that work as a team to collaboratively fulfill the duties required to support the collection of utility fees and the management of property tax and assessment accounts.

Key Responsibilities:

- Coordinate meter reading activities and work orders with public works staff, including scheduling, issue resolution, and month end support.
- Create, maintain, and update utility accounts, including new account setup and account changes.
- Import meter reads and process monthly utility billing, including verification of data, application of penalties, and billing accuracy checks.
- Reconcile third party utility charges, including waste management fees, and investigate unusual or high consumption issues.
- Prepare, distribute, and issue utility bills through mail and electronic billing systems.
- Prepare and process annual property tax and assessment notices in accordance with legislation and municipal requirements.
- Update assessment and tax roll information based on changes from the municipal assessor and Alberta Land Titles.
- Calculate and apply property tax rates, ensuring tax levies balance to approved bylaws.
- Maintain the tax roll, including roll setup, updates, and administration of new and changing property accounts.
- Issue tax certificates and administer arrears management processes, including notifications, recovery actions, and payment monitoring.
- Administer tax installment payment plans and ensure compliance with established schedules.
- Respond to customer inquiries related to utilities and property taxes, providing information on accounts, billing, and payment options.
- Process payments, monitor arrears, apply penalties, and support collections and audit requirements.

Requirements:

- Post secondary diploma or degree in Accounting, Finance, or a related field is required. An equivalent combination of education and experience may be considered.
- A minimum of two years of experience in accounting, finance, or a related field is required. Experience in a municipal government environment is an asset.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook), with experience in Great Plains (Diamond Municipal Solutions) is an asset.
- Demonstrated ability to manage multiple priorities and meet deadlines while working with considerable independence and resourcefulness.
- Ability to exercise sound judgment and make practical, fair, and objective decisions.
- Demonstrated analytical skills, exceptional attention to detail, and a proven commitment to delivering excellent internal and external customer service.
- The successful candidate will be required to provide a criminal record check as a condition of employment.

Compensation/Hours of Work: Annual salary range of \$59,740 to \$71,333/annum (7 step grid), based on a 35-hour work week. We offer a comprehensive benefits package including pension, professional development opportunities, and a supportive work environment.

Application Deadline: **Sunday, July 12, 2026**

To apply to this position please visit www.morinville.ca/careers

We thank all applicants for their interest; however, only those under consideration will be contacted.

The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process