

BUILD A CITY. BUILD A FUTURE.



Property Tax & Utility Representative 2

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
Build a City. Build a Future at the City of Surrey*

Scope

Performs specialized and complex duties related to property tax and/or utility accounts, managing the full-cycle processing of related transactions with accuracy and efficiency. Applies in-depth knowledge of procedures, policies, Provincial legislation, and City bylaws to interpret guidelines, resolve complex issues, and ensure compliance.

Employment Status

Union - CUPE Local 402 – Regular Full-Time

Responsibilities

- Maintain accurate records and enter data related to Property Tax, Utility accounts, and other City revenue programs.
- Facilitate the entry of property tax transactions and utility billing activities for customer accounts in accordance with established procedures.
- Perform complex reconciliations of property tax and utility accounts involving significant municipal revenue.
- Perform and resolve discrepancies affecting financial records, billing, and reporting.
- Perform process to issue utility bills or process property tax transactions for relevant customer accounts.
- Perform analysis and reporting of property tax and utility accounts, identify discrepancies, and recommend corrective actions to ensure accuracy.
- Complete audit activities and assigned audit tasks under supervision.
- Communicate factual property tax and utility information and interprets departmental policies and relevant legislation.
- Perform other related duties as assigned.

QUALIFICATIONS

A qualified applicant will have:

- Completion of grade 12 supplemented by a minimum of two introductory business and/or accounting courses equivalent to first year courses at a recognized post-secondary institute.
- Minimum of 5 years relevant experience, including 3 years of clerical/accounting experience in positions of increasing complexity and responsibility.
- Previous customer support experience, preferably in the financial or utility industry would be an asset.

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- An equivalent combination of education, training and experience may be considered.

This position requires completion of a Police Information Check and submission of Proof of Qualifications.

Other Information

Pay Grade: 18

Hourly Rate: \$37.23

Pay Steps	Hourly Rate
Step 1	\$37.23
Step 2 (6 months)	\$38.25
Step 3 (18 months)	\$39.34
Step 4 (30 months)	\$40.61

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7251.

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