

Benefit from work-place

balance

The Town of Sylvan Lake is a thriving, connected lakeside community where career opportunity meets an exceptional quality of life. Located just 15 minutes from Red Deer and within easy reach of both Calgary and Edmonton, Sylvan Lake offers the amenities of a larger centre with the warmth and balance of a smaller community. From the beautiful lakeshore, beach, and waterfront park to year-round recreation, local events, and festivals, this is a place where you can genuinely enjoy where you work and live—within walking distance from your building.

At the Town of Sylvan Lake, we are proud of the positive, collaborative culture we continue to build. Our team is guided by accountability, engagement, innovation and inclusivity, and we are committed to creating a respectful, supportive workplace where people feel valued and empowered to do meaningful work. If you are looking to bring your expertise to an organization that invests in its people and contributes directly to a vibrant, growing community, apply now!

(Property) Tax Clerk

Full time, permanent – 35 hours per week – Monday - Friday

Wage Range \$32.43 – \$38.72/Hour

The Tax Clerk administers municipal taxation services, ensuring the municipality receives the funds it is owed, which are essential for maintaining public services and infrastructure. By upholding standards of transparency, accuracy, and customer service, the Tax Clerk supports residents in understanding their property tax obligations and ensures compliance with relevant legislation and policies.

ACCOUNTABILITIES

1. Administers the annual tax levy by calculating rates, processing and reconciling assessments, and issuing tax notices.
2. Maintains, updates and reconciles tax accounts and assessment records to ensure accurate and timely information in collaboration with GIS, Planning & Development and Land Titles.
3. Provides responsive and informed customer service, both in person and online, to taxpayers and external stakeholder inquiries such as lawyers, mortgage companies, government agencies, and Town departments regarding tax levies, payments, penalties, registered ownership, legal descriptions, assessments, appeals and related matters.
4. Manage property tax payment plans and support payment processing functions.
5. Oversees tax arrears notifications and recovery procedures with various tax payers and agencies in accordance with legislation.
6. Ensures all tax-related documents are properly filed and retained.
7. Stays current with legislative changes and update procedures accordingly to remain in compliance with the Municipal Government Act.
8. Collaborates with GIS on assessment and taxation-related projects and improvements.
9. Supports the Finance department by providing backup for other financial and administrative functions.

EDUCATION AND EXPERIENCE

- Minimum of 3 years of property tax experience in a municipal setting

Benefit from work-place

balance

- Advanced Excel Skills and experience working with complicated spreadsheets
- Formal accounting training is desirable
- Experience with accounting software such as Microsoft Dynamics Great Plains or Diamond is an asset

Qualified candidates considered for employment must have a valid class 5 driver's license and provide a criminal record check satisfactory to the Town of Sylvan Lake.

In addition to having a fantastic community culture and work life balance, the Town of Sylvan Lake offers training and development opportunities, competitive rates and a tremendous benefit package that includes:

- Health, Dental Life and Disability - 100% coverage paid for by the Town
- Defined Benefit Pension Plan (LAPP)
- Wellness Program – Wellness spending, paid wellness time and sick time

If your qualifications, experience and values align, please submit your resume and cover letter in confidence specifying "Tax Clerk" in the subject line prior to October 12, 2026, to employment@sylvanlake.ca



The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however, only those candidates who are selected for an interview will be contacted.