CITY OF FORT SASKATCHEWAN

Finance Department
Competition #J1126-1112
Accounting Clerk III – Team Lead Taxes & Utilities
One (1) Permanent Full-time Position

Reporting to the Coordinator, Revenue Services, this position is primarily responsible for the administration and the daily operation of Assessment and Property Taxes, including timelines and processes within the MGA. This position provides team lead responsibilities within the Revenue Services team.

Responsibilities include, but are not limited to:

- Maintain coverage schedule for Revenue Services and identify coverage gaps, conflicts, vacation coverage, and other short-term absence coverage for review and resolution by the Coordinator.
- Provide functional guidance, workflow direction, cross-training, and process support to Revenue Services staff.
- Identify and process electronic upload of Land Title changes from Alberta Land Titles Office; process and mail School Declaration forms resulting from Land Title changes.
- Prepare and mail annual and supplementary Property Tax Notices; prepare and reconcile all tax levy reports.
- Prepare and process Asset export file to Assessor.
- Prepare spreadsheet of assessment dollars to categories (i.e.: residential, commercial, industrial, etc.) for reconciliation with Tax Rate Bylaw.
- Maintain the customer FEPP and withdrawals to the Customer maintenance and Tax Roll Master.
- Prepare and mail letters to taxpayers requesting payment prior to commencement of tax recovery.
- Prepare various journal entries required to maintain reconciliation of the sub-ledger verse the general ledger, monthly and for year-end.
- Set up new utility accounts as required; support meter read upload and monthly billing as required.
- Provide excellent customer service in person, by telephone, and through email for taxes, utilities, and front counter inquiries as needed.

The successful candidate will have a Post-Secondary Certificate or Diploma in Finance, Accounting, or a related program. A minimum of 3 years of accounting work experience in a municipal environment is required. The incumbent will maintain current knowledge of the Municipal Government Act (MGA) and its impact on tax operations, and knowledge of applicable Bylaws. Effective and professional communication skills, paired with excellent analytical and organizational skills is necessary. Leadership skills including the ability to provide guidance, coaching, scheduling, and training is necessary. Previous experience with Great Plains/Diamond Software, Intelli, and Microsoft Office is required.

This position is within the scope of C.U.P.E. Local 30, and as such, you will be required to adhere to the articles contained within the Collective Agreement.

Rate of Pay: $35.54 – $39.05 per hour

Hours of Work: 37.5 hours per week; Monday to Friday

We believe in supporting our employees both professionally and personally. In addition to a positive and collaborative work environment, we offer the following:

- Competitive Wages
- Comprehensive Health, Dental, and Vision Benefits
- Local Authorities Pension Plan (LAPP)
- Employee and Family Assistance Program (EFAP)
- Heath & Wellness Spending Accounts
- Paid Vacation
- Paid Sick Leave
- Paid Statutory Holidays
- Earned Days Off (EDO's)
- Paid training, education, and professional development opportunities
- Union member benefits, including discounts, events, and other offers
- 50% discount for you and your family at applicable City facilities (i.e. DCC, Harbour Pool, etc.)

Qualified applicants are invited to apply in confidence no later than **Thursday, December 10, 2026,** through the Career Portal on the City's Website at **www.fortsask.ca**.



Take your Career in the Right Direction

Fort Saskatchewan, home to nearly 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta Region 4, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

The City of Fort Saskatchewan thanks all applicants for their interest and advises only those applicants under consideration will be contacted.