



JOB DESCRIPTION

Position: **Finance Services Clerk II**
Department: **Administration**
Work Week: **Monday – Friday, 37.5 Hours Standard Work Week**

Job Type: **Permanent Full Time**
Reports to: **Director of Finance**

Position Overview

The Finance Services Clerk II reports directly to the Director of Finance or delegate and is responsible for completing all administrative duties related to property taxation and accounts receivables. This role involves performing tasks within time constraints, ensuring accuracy, and adhering to relevant legislation, regulations, and municipal policies regarding property taxes and account collections.

This position requires handling all inquiries with diplomacy and tact to maintain positive interactions with residents, municipal staff, and external parties. This position requires a high level of ethical decision-making and an analytical approach to assess and resolve financial discrepancies.

Responsibilities Overview

Taxes

- Create and maintain tax roll accounts, including individual or group title ownership, cottage lease agreements, linear ownership, Grants in Lieu/Payment in Lieu of Taxes, and enter land title changes.
- Prepare and distribute tax levy notices, ensuring compliance with the Municipal Government Act.
- Process and coordinate tax recovery procedures, including tax notifications, advertisements, public auctions, and discharge notifications.
- Issue tax certificates and respond to inquiries about property details while adhering to Freedom of Information and Protection of Privacy Act (FOIP) and Municipal Policy.
- Administer the Tax Installment Payment Program (TIPP) for property taxes.
- Coordinate with the Property Tax Assessor to upload assessment information and subsequent adjustments.
- Assist with the tax appeal process, including scheduling appointments or meetings for the Assessment Review Board, and recording minutes and handling follow-up documents.

Accounts Receivable

- Receive and verify invoicing requests from Municipal departments.
- Generate and distribute invoices for goods or services.
- Monitor outstanding balances, apply applicable penalties, and maintain customer information and follow up with overdue account holders.
- Maintain accurate and organized records of all accounts receivable transactions and communications.

General

- Assist in the annual financial audit process regarding property taxes and accounts receivables.
- Process cash receipts and reconcile bank entries monthly.
- Provide quality customer service to resident's property tax inquiries or accounts receivable over the phone, email, and or in person.
- Reconcile property tax, utility, and accounts receivable sub-ledgers to the general ledger monthly.
- Prepare and enter journal entries as required.
- Ensure all practices and procedures comply with the Municipal Government Act, municipal bylaws, and municipal policies.
- Provide backup reception and support administrative functions for the Finance department as required.
- Support the implementation of the Emergency Operations Plan in the capacity as assigned by the CAO.

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Qualifications

- A post-secondary diploma in Business Administration, or a related field. Experience and post secondary courses equivalencies may be considered.
- Completion of the Municipal Assessment and Taxation course would be an asset
- Prior work experience in a similar role, preferably within a Municipal or Public Sector environment.
- Proficiency in Microsoft Office Suite. (Word, Excel, Outlook)
- Excellent communication and interpersonal skills.
- High level of accuracy and the ability to manage multiple tasks and meet deadlines.
- Experience with Microsoft Dynamics municipal software would be an asset.
- Valid Alberta Class 5 driver's licence.

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the work load.