



JOB DESCRIPTION

TITLE: PROPERTY CLERK

DEPARTMENT: Finance

LEVEL: 8

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Jun 2020

JOB SUMMARY

Under the supervision of the Manager, Revenue Services, the incumbent reviews and processes changes to the property and land management records and database systems; files and cancels liens on manufactured homes; assists in processing changes to the taxation records; assists other staff and assists the general public by telephone and in person.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Maintains the property database by researching and processing all changes due to subdivisions, splits, etc.; assigns folio numbers to new properties and notifies all internal and external customers of changes. Reviews processing of weekly reports and data disc from B.C. Assessment by checking updated information on the property database, taking appropriate action on information and notifying B.C. Assessment of any errors or omissions.
2. Ensures integrity of land and property information is maintained in accordance with established rules, regulations, policies and procedures. Reviews, recommends and implements policies and procedures to improve efficiency of land management data and communicates changes to user groups as appropriate.
3. Files liens against manufactured homes at the Personal Property Registry, updates the charges section of the property sub-system, notifies the owner that the lien has been filed, monitors manufactured homes with liens filed against them for payments, prepares the documents to cancel the lien and enters a discharged date on the property sub-system.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

4. Enters all Accounts Receivable invoices; prints and mails invoices and statements after batches are approved.
5. Reviews and checks calculations, data entry forms, journal entries and computer generated adjustment batches prepared by other staff; processes refunds and adjustments.
6. Reconciles various G.L. accounts monthly and annually; prepares year-end working papers for those accounts including Recreation Registration/Facilities booking sub-system and various other Tempest sub-systems.
7. Assists in the preparation of the annual tax billing by loading and balancing assessments, reviewing error reports, processing and balancing changes to the local improvement sub-system.
8. Provides advice, guidance, and assistance to staff with respect to taxation, user rates, cemetery, etc. by preparing information for data entry; updating information through various data entry programs and excel spreadsheets; preparing various bills for mailing, operating printers, folder and inserter.
9. Tests computer software and identifies problems with computer programs.
10. Assists the general public by telephone and in person on property, taxation, user rates, cemetery and other related items. Resolves customer problems and complaints within generally established policies and procedures.
11. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Good knowledge of accounting theory, principles and practices and their application to a variety of accounting transactions and problems, including cash handling.

Knowledge of municipal taxation, assessments and Provincial Home Owner Grant regulations.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to set priorities, meet deadlines, work under pressure due to the frequency of interruptions, and work with limited supervision.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to apply regulations, bylaws, and the *Local Government Act* and *Community Charter* as required.

Ability to comprehend and carry out written and oral instructions.

Ability to perform moderately complex calculations, such as interest and property tax calculations, with a high degree of speed and accuracy.

Proficient computer skills in word processing programs (such as Word), spreadsheet programs (such as Excel), Municipal computer programs (such as SAP, Tempest), database programs (such as Access).

Considerable knowledge of the Land database computer applications and of the rules and regulations governing the work.

Minimum adding machine speed of 150 spm and data entry speed of 100 spm.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of first level accounting/finance courses at a recognized College or University (equivalent to ACCT 100 (Financial Accounting I) and ACCT 201 (Financial Accounting II) and FNCE 130 (Intro to Finance).

A minimum of 2 years' related experience in a variety of municipal accounting practices, including experience with account reconciliations.

Or an equivalent combination of education and experience.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.