



JOB DESCRIPTION

TITLE: TAX CLERK
DEPARTMENT: Finance
LEVEL: 9

Position Last Evaluated: Apr 2015
Job Desc. Last Updated: Jan 2018

JOB SUMMARY

Under the supervision of the Manager, Revenue Services, the incumbent generates annual property tax and penalty levies, prepares various tax sale documentation; and downloads batch information to the general ledger. Prepares monthly and annual reconciliations of the Tax sub-system and Tempest sub-systems.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Processes batch downloads to the general ledger and ensures accuracy by reviewing details, running reports and balancing; reviews and checks adjustment batches prepared by other staff.
2. Reconciles accounts monthly and annually, prepares year-end working papers for the Tax sub-system and various other Tempest sub-systems. Performs regular Tax Data Integrity queries.
3. Generates and distributes annual tax and penalty levies, including preparation of the tax rate spreadsheets and annual updates to the property tax notice content.
4. Prepares and processes annual tax sale as set out in the Community Charter and Local Government Act, including the filing of proper documentation with Provincial agencies.
5. Reviews and checks calculations, data entry forms, journal entries and computer generated adjustment batches prepared by other staff.
6. Processes cemetery plot purchases, interment requests and cemetery related permits. Coordinates with Public Works for burials and marker installations. Maintains cemetery records and is responsible for billings.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

7. Assists staff members, general public and others by telephone and in person by providing information on property, taxation, user rates, cemetery and other related items.
8. Tests computer software and identifies problems with computer programs and assists in designing and implementing solutions.
9. Completes special projects and financial analysis as required and produces various statistical reports.
10. 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.

Knowledge of current office procedures and equipment.

Knowledge of a municipal accounting environment.

Ability to communicate with tact and discretion when dealing with or settling requests, complaints or clarifying information to customers.

Ability to learn assigned tasks within a reasonable time and to perform assignments in accordance with prescribed work methods and procedures.

Ability to self-organize work and priorities, work under pressure due to the frequency of interruptions and to work with limited supervision.

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

Ability to comprehend and carry out written and oral instructions.

Ability to make moderately complex arithmetical computations with a high degree of speed and accuracy.

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

Proficient computer skills in word processing programs (such as Word), Municipal computer programs (such as SAP, Tempest). High degree of proficiency with spreadsheet programs (such as Excel).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Grade 12 plus 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 two years related experience in a variety of accounting practices including experience with account analysis and reconciliation.

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 and Safety (OHS) 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.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

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