

EMPLOYMENT OPPORTUNITY

Position:	Tax & Assessment Administrator – Temporary Term (up to 9 months)
Closing Date:	Until suitable candidate is found

The County of Vermilion River is seeking a highly motivated individual to join our team as a **Tax & Assessment Administrator on a term basis** to fill a maternity leave. Reporting to the Director of Corporate Services, this position is responsible for the County taxation system in accordance with the *Municipal Government Act (MGA)* and County of Vermilion River bylaws, policies and Standard Operating Procedures (SOP).

QUALIFICATIONS

- Degree or Diploma in Accounting, Business Administration or Appraisal & Assessment is an asset
- Experience in an Accounting or Taxation role in a municipal environment is an asset however customer service experience focusing on accounting related experience will be considered
- Familiarity with Central Square (Diamond/Great Plains) software is an asset
- Consideration will be given to an equivalent combination of education and experience

KEY RESPONSIBILITIES (highlights)

- Property tax billing, collection, and tax notification processing
- Prepare, process, and reconcile tax, assessment, and supplementary tax notices
- Process property assessment changes and ownership changes (Land Title changes) as per Standard Operating Procedure (SOP)
- Prepare property tax notifications, and process annual tax notification list
- Report, track and process the sale of tax recovery land, maintain checklists for tax recovery processes, and for the sale and acquisition of land, as per the *Municipal Government Act (MGA)*
- Year-end procedures for property taxes
- Process and apply penalties and interest on tax accounts as per Standard Operating Procedures (SOP)
- Process monthly Tax Installment Payment Plan (TIPP), and Tax Arrears Payment Plan (TAPP)
- Create mail merge and send out various notifications
- Provide comprehensive customer service to resolve tax inquiries
- Records Management as it pertains to this position
- Ability to manipulate data using Microsoft Excel is mandatory for this position

SKILLS

- Ability to interpret and follow direction pertaining to accounting, financial and legal matters
- Ability to work independently and under pressure is an absolute asset
- Ability to independently follow Standard Operating Procedure (SOP)
- Self starter that is good with numbers and Microsoft Excel

The County is offering a competitive salary and comprehensive municipal benefits package according to the qualification and experience. Satisfactory criminal record check and drivers abstract is condition of employment. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: “**CONFIDENTIAL – TAX & ASSESSMENT ADMINISTRATOR**” can be submitted to:

**Human Resources Manager
County of Vermilion River
Box 69 Kitscoty, AB T0B 2P0
Email: hr@county24.com**

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.