



EMPLOYMENT OPPORTUNITY

Position:	TAX & ASSESSMENT ADMINISTRATOR – Temporary Term Position to March 2025, approximately
Closing Date:	March 8, 2024, or until suitable candidate is found

The County of Vermilion River is seeking a highly motivated individual to fill a one-year Maternity leave in a contract (Temporary Term) position as **Tax & Assessment Administrator**. Reporting to the Director of Corporate Services, and working in conjunction with the County's Assessors, this position is responsible for the County taxation system in accordance with the Municipal Government Act (MGA) and County of Vermilion River bylaws and policies.

KEY QUALIFICATIONS

- Degree or Diploma in Accounting, Business Administration or Appraisal & Assessment is preferred
- Experience in an Accounting or Taxation role in a municipal environment is an asset
- 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

- Property tax billing, collection, and processing
- Prepare, process, and reconcile tax, assessment, and supplementary tax notices
- Process property assessment changes
- Process Land Title changes and Tax Certificates
- Prepare property tax notifications, set up payment schedules/agreements, 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 MGA
- Reconcile monthly property tax entries to the financial system
- Year-end reconciliation of property tax accounts and annual tax revenue reporting
- Process and apply penalties and interest on tax accounts
- Process monthly Tax Installment Payment Plan (TIPP), and Tax Arrears Payment Plan (TAPP)
- Provide professional customer service to resolve tax inquiries from ratepayers and the public
- Maintain computer taxation system; perform analytics and provide input for updates and continuous improvements to system
- Design and order annual notice form, tax arrears forms, etc.
- Perform various duties as they arise or as assigned by supervisor
- Records Management as it pertains to this position

SKILLS

- Ability to interpret accounting, financial and legal matters pertaining to tax related issues
- Excellent analytical and data entry skills

A competitive salary and comprehensive municipal benefits package are available. The successful candidate will be required to provide a criminal record check and drivers abstract. 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 by **FRIDAY, MARCH 8, 2024**, to:

Human Resources Manager
County of Vermilion River
4912 – 50 Avenue, 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.