



POSITION VACANCY

Accounting Clerk III - Taxation and Utilities

The City of Parksville is an active community of urban professionals, families with young children, and retirees who have chosen to live in our community for a quality of life and the region's inspiring natural environment. Nestled on Vancouver Island's east coast, 13,000 residents call Parksville home. We're committed to being the city of choice for ourselves, our employees and future generations to come.

Key Accountabilities

The Incumbent will have a variety of accounting duties generally related to property taxation and utility billing with extensive customer service required. They will perform at an intermediate level of accounting that requires a good understanding of basic accounting principles as they apply to these areas. Tasks vary from moderate to complex including calculations and analysis related to property taxation and utility billing, coordinating water meter reading, account collections, supplementary taxation adjustments, updating property records, property tax sale, and preparing numerous related reports, forms, certificates and statements.

Qualifications

- Knowledge of accounting as it relates to property taxes, utilities and property assessments.
- Considerable knowledge of and ability to use municipal accounting software, and spreadsheet and word processing programs. Experience with Tempest is an asset.
- Two year post secondary diploma with accounting option or equivalent
- Competent ability in Microsoft Excel
- Minimum of three years' experience in a municipal taxation setting or recognized equivalent.

Why join the City of Parksville?

We offer a total rewards package, which includes:

- A competitive base salary with comprehensive benefits package
- An opportunity to apply for our Earned Day Off program
- Opportunities for career development and professional advancement
- Other benefits such as loans for personal computers

If you're passionate about making the City of Parksville a place to live, work, play and prosper, apply with your cover letter and resume to hr@parksville.ca with *Application for Accounting Clerk III – Taxation & Utilities* in the subject line by **4:00pm Thursday, May 23, 2019**.

The City of Parksville regrets only candidates selected for an interview will be contacted.

See attached job description for full details.