



JOB CLASSIFICATION DESCRIPTION

ACCOUNTING CLERK III – TAXATION AND UTILITIES

DATE REVISED: May 2019

Job Summary:

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.

Primary Duties and Responsibilities:

- Property Taxes: maintains assessment and tax roll including transfer of unpaid taxes to arrears and delinquent balances, calculates current year taxes, issues annual property tax notices, posts all tax adjustments, updates accounts for ownership changes, assigns addresses and roll numbers to new accounts, processes supplementary roll adjustments and assists with monthly and year-end balancing.
- Utility billing and collections: maintains master file records, coordinates the addition of new accounts with building department, water utility and RDN, coordinates meter reads, calculates bi-annual utility charges, prints and reviews utility bills for accuracy, posts all utility adjustments (including calculation of leak adjustments), and assists with monthly and year-end balancing.
- Primary customer and staff contact for taxation and utility related inquiries and assists with general counter and telephone inquiries.
- Prepares and reconciles parcel tax rolls, and drafts related letters and advertising.
- Processes RDN garbage invoices and provides RDN with up to date residential garbage customer information reconciled on a semi-annual basis and mailing list on biannual basis.
- Issues property tax and utility bill reminder notices and performs collections of delinquent accounts in a tactful manner.
- Completes other related reports, processes, forms and statements as required for the Provincial Home Owner Grant and Property Tax Deferment Programs. Uploads payments from deferment branch into City software.
- Assists Director of Finance with tax sale, prepares tax sale listings and advertising, and files required reports and registrations with appropriate agencies.
- Administers pre-authorized withdrawal service (PAWS) for property tax and utility accounts and submits monthly payments.
- Maintains mortgage company listings and coordinates related property tax billings and collections.
- Assists with Cashier function as needed
- Performs other duties and functions as assigned.

Necessary Qualifications**Knowledge:**

- 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.

Skills/Abilities:

- Excellent interpersonal, problem solving and conflict resolution skills.
- Demonstrated ability to work with the public and to respond to inquiries and complaints in a diplomatic manner.
- Effective written and verbal communication skills.
- Proven ability to work independently with minimal supervision and work well with others as part of a team in a positive manner.
- Demonstrated ability to work under pressure and meet deadlines.

Education:

- Two year post secondary diploma with accounting option or equivalent
- Competent ability in Microsoft Excel

Experience:

- Minimum of three years' experience in a municipal taxation setting or recognized equivalent.
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The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.

Signature of Incumbent: _____ Date: _____
