

**City of Castlegar
POSITION DESCRIPTION**

POSITION TITLE: FINANCE CLERK 2 – PROPERTY TAX / UTILITIES / ACCOUNTS RECEIVABLE	DATE: September 2020
DEPARTMENT: Finance	REPORTS TO: Manager of Financial Services

SUMMARY

The Finance Clerk II – Property Tax, Utilities, Accounts Receivable, is responsible for all aspects of property taxation, utility billing and accounts receivable functions for the City of Castlegar.

RESPONSIBILITIES

Taxation

1. Generate and distribute annual property tax notices and penalty levies, including preparation of the tax rate spreadsheets and annual updates to the property tax notice content.
2. Reconcile general ledger accounts monthly and annually; prepare year end working papers including schedules, comparatives, and supplementary information required for the annual audit and report.
3. Assist in the annual tax sale process as set out in the *Community Charter and Local Government Act*.
4. Review all title changes, research and rectify any discrepancies in the property tax software.
5. Proof property tax notices prior to printing and coordinates the printing and mailing of tax notices.
6. Create new property tax rolls for newly subdivided property; research and rectify any discrepancies.
7. Respond to property owners on property tax issues such as: collection and arrears, tax levy calculation, tax recovery and agreements for payment, tax installments, and other general inquiries.
8. Research and stay current on all provincial legislation and changes relating to property taxes.

Utility Billing

1. Use the City's utility billing system for water, sewer and yard/solid waste utility billing which includes: calculation of utility bills, preparation of pre-billing estimates, and any required adjustments.
2. Create new utility accounts and set up billing records in the City's Financial software

program.

3. Proof utility bills prior to printing; coordinate the printing and mailing of all utility bills on a quarterly basis.
4. Maintain records of malfunctioning or broken meters, zero reads and backwards meter reads.
5. Process required paperwork and computer work necessary to close customer utility accounts, correct bills and generate final bills and any customer refunds; handle all inquiries and any follow up on billing issues.
6. Post penalties and interest on utility billing system, calculates, prints, and prepares shut off notices.

Other Duties

1. Responsible for all accounts receivable and invoicing function for the City, including airport and cemetery invoicing.
2. Coordinate all activities related to the City's Cemetery bookings, including contracts and interment rights sales and associated documentation; maintenance of computerized cemetery records; responding to inquiries related to cemetery fees and Cemetery By-law regulations; assisting the public and funeral home with all inquiries.
3. Draft and update content for the website related to property taxes, utilities and cemeteries.
4. Act as backup and extra resource when required to *Finance Clerk I - Cash Receipting, Accounting Clerk II - Accounts Payable/Payroll Clerk* and other non-exempt positions within the Finance Department.
5. Actively participates in evaluating procedures and contributing to effective and efficient processes to achieve results for the department.
6. Performs other finance and accounting duties as assigned by the Director or Manager of Financial Services.

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QUALIFICATIONS

Essential	Desirable
Minimum 2 years previous accounting experience.	Previous municipal or other public sector accounting experience.
Enrolment in the CPA Professional Education Program (CPA PEP) or equivalent.	Knowledge of municipal taxation, assessments and Provincial Home Owner Grant regulations.
Knowledge of Property Taxes, Utility Billing, Cemetery and Accounts Receivable procedures.	
Proficiency using Microsoft Office suite, Municipal computer programs (such as Vadim) and other related software.	
Ability to communicate effectively, both verbally and in writing, with staff, outside agencies and members of the public.	
Excellent organizational skills, detail oriented, ability to work with minimal supervision and prioritize workload to meet conflicting demands.	
Ability to apply sound accounting and professional knowledge/judgement to all tasks and assignments.	