

Cultivate Your Career



TAXATION COORDINATOR PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Finance and Assessment
Compensation	\$67,795 - \$83,440 per annum
Closing Date	September 20, 2020
Competition #	20/80

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 66,000 residents with high-quality programs and services and are proud to contribute to making St. Albert among the best places to live in Canada.

Our Finance and Assessment department is pleased to be recruiting a new member to join their Taxation team. The Taxation Coordinator will be responsible for all aspects of property tax levying, billing, collection and tax recovery for the City of St. Albert.

The core responsibilities of the position include:

- Acting as the “gate-keeper” of the property taxation process, coordinating the property taxation function including levying, billing and collection, as well as issuing revised notices related to corrections and exemptions.
- Overseeing the administration related to pre-authorized tax payment accounts including reviewing variances and adjusting payments where necessary.
- Tax account administration, including dealing with unpaid accounts, applying penalties, issuing arrears notices, and pursuing the tax recovery process as needed.
- Being a “super-user” of the Tempest software application (the primary software for the taxation billing and collection process). Liaison with Tempest support staff and looking for efficiencies in operations.
- Supervision of three (3) taxation staff members.
- Addresses customer inquiries and complaints, utilizing tact and diplomacy.

HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday to Friday, 8 a.m. to 5 p.m. with a regular day off [RDO] every two weeks). There is a requirement to work occasional evenings and weekends.

QUALIFICATIONS

- A diploma or certificate in business administration or certificate in local government combined with 5 years experience in tax administration in a municipal setting. **Note:** A lower level of education with extensive experience may be considered as a developmental role. Developmental roles are administered at a lower pay range until such time the post secondary education level is obtained.
- Must have the ability to use Microsoft Office Suite, Tempest Software, or related property tax levying software. Agresso, Internet, Spin2 (LTO), Corporate Registry.
- Excellent knowledge of, and the ability to interpret legislation, policies and bylaws related to property taxation. (e.g. MGA)
- Strong accounting and analytical skills
- Negotiation and/or collection experience for tax recovery, with exposure to seizure process
- Supervisory skills and experience
- Ability to deal tactfully and diplomatically with adverse situations involving sensitive customer service matters
- Excellent organizational and communication skills
- Familiarity with the assessment process in Alberta as related to market value and mass appraisal
- Ability to examine and evaluate the adequacy and effectiveness of internal controls, reconciliation accounts and general ledgers, and external audit recommendations

COMPENSATION

\$67,795 - \$83,440 per annum. In addition, we offer a comprehensive benefit package including a defined benefit pension plan.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

September 20, 2020

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.