



## Employment Opportunity

The Town of St. Paul is looking for a **Tax and Assessment Clerk** to join our team. This position will be a permanent full-time position. Normal working hours are between 8:30am to 4:30pm, Monday to Friday.

### Key Duties and Responsibilities:

- Responsible for tax billings (including calculation of bills, printing, mailing and balancing reports).
- Handle customer issues and concerns related to taxes. Escalate issues to supervisor, other departments or assessors as needed.
- Working with lawyers, real estate agents, assessors, appraisers and other 3<sup>rd</sup> parties as needed.
- Managing the Tax Incentive Programs and making adjustments to tax notices as required.
- Prepare tax certificates and information requests.
- Update ownership changes, address changes and mortgage company changes.
- Prepare and mail arrear notices for delinquent tax accounts. Make follow-up calls and emails as necessary.
- Maintain collection efforts through arrears notices, pending tax sale notices and tax sale registration procedures.
- Maintain preauthorized payment processing (semi-monthly) for taxes. Also setting up new customers, removing customers and changing of banking information for customers.
- Set up of new tax rolls.
- Process payments received in person, by mail and by eft.
- Maintenance of the Town of St. Paul's tangible capital assets and insurance.
- Office coverage for finance department.
- Assist the finance department with interim and year end audits.
- Participation in our health and safety program.

### Qualifications and Skills Required:

- Related education and/or training in planning and development or bookkeeping; an equivalent combination of education and experience may be considered an asset
- Experience in a municipal or related setting working with taxation, assessment, or planning and development would be considered an asset.
- Advanced skills in MS Office, MS Word, MS Excel.
- Knowledge and experience working with the current Alberta Municipal Government Act (MGA) would be considered an asset.
- Ability to build and manage relationships and resolve issues and conflict in an effective, inclusive, transparent, and calm manner.

- Time management skills, including punctuality.
- Ability to be accountable for own actions and to work well on a team, including being able to keep an open mind, be honest, fair, and to interact with all levels of staff and individuals external to the Town courteously and effectively, ensuring that a positive attitude is employed in day-to-day work.
- Ability to manage multiple, and sometimes conflicting, priorities while meeting deadlines and maintaining attention to detail, accuracy, and confidential information.
- Excellent verbal and written communication skills that allow for clear communication of complex matters.
- Willingness to participate in any training or work-related workshops.
- Ability to maintain confidentiality.

Please send a cover letter and resume with two references to:

**Chief Financial Officer**

**Phone: (780) 645-1761**

**Email: [mbachelet@town.stpaul.ab.ca](mailto:mbachelet@town.stpaul.ab.ca)**

**Applications will be accepted until July 15<sup>th</sup>, 2024 @ 4:30 pm MST**

Please note the successful candidate will be required to provide a criminal record check prior to their first day of work.

The Town of St. Paul thanks all applicants for their interest.  
Only those selected applicants will be contacted for further information and follow-up.