



TOWN OF STRATHMORE

JOB DESCRIPTION

JOB INFORMATION	
Position:	Taxation Clerk
Reports To:	Supervisor of Accounting Services
Position Type:	☒ Full Time Permanent (35 hours) ☐ Full Time Permanent (40 hours) ☐ Part Time Casual ☐ Part Time Permanent ☐ Full Time Limited Term (including FT Summer Students) ☐ Part Time Limited Term (including PT Summer Students)

JOB SUMMARY
Reporting to the Supervisor of Accounting Services, the Taxation Clerk plays a key role in the administration of municipal taxation processes. This position is responsible for the accurate collection, recording, and processing of property tax payments. This role also involves preparing and issuing tax notices, responding to tax-related inquiries from the public, and liaising with property owners, legal, and other stakeholders to resolve discrepancies or issues. Strong attention to detail, organizational skills, and the ability to work with financial and property records are essential for success in this role.

ESSENTIAL FUNCTIONS
Description of the Function
<u>Customer Service:</u> • Provide customer assistance at the Town Office front counter for any tax related inquiries. • Provide customer assistance for tax related inquiries received via phone or email. • Serve as the primary liaison between the Town and external assessment contractors.
<u>Administration:</u> • Collect, record, and process property tax payments in accordance with established procedures • Prepare, record, and manage all aspects of tax billing and adjustments • Download and process updates to land titles, ensuring accurate ownership records • Prepare and issue tax notifications, set up payment schedules or agreements, and process the annual tax arrears list in compliance with the Municipal Government Act, including filing required documentation with Land Titles • Record supplementary assessments and reconcile them to the Assessor's Trial Balance • Prepare monthly reconciliations of the Assessor's Trial Balance with the general ledger • Process penalties and interest charges on outstanding tax accounts • Complete quarterly and year-end reconciliations of tax accounts receivable, assessment-tax revenue accounts, and tax certificate drawing accounts • Perform other duties as assigned by the Supervisor of Accounting Services or their delegate
<u>Safety:</u> • Participate in the Town's Health & Safety Program and follow all workplace procedures • Work in compliance with the Occupational Health and Safety Act, plus other applicable codes • Participate as a member of the Strathmore Emergency Response team in preparing and enabling the community to respond in the event of a local or regional disaster

COMPETENCIES

- Strong oral and written communication
- Professional attitude
- Strong organizational skills
- Ability to establish and maintain good public relations
- Ability to work independently with minimal supervision

REQUIREMENTS, EXPERIENCE, AND EDUCATION

- Post-secondary education with a concentration in accounting, or equivalent experience
- Two years accounting related experience, preferably in tax
- Municipal experience preferred
- Experience with Diamond and Great Plains software considered an asset

Manager Approval:

_____	_____	_____
Name	Signature	Date

Employee Acceptance:

_____	_____	_____
Name	Signature	Date

Submit signed copy to HR for filing