



District of Taylor Employment Opportunity

Accounts Receivable & Taxation Clerk – District Office (Full Time Permanent Position)

Are you a self-starter who likes the challenge of a diverse workload? Do you understand the importance of working as a strong team member? Do you have experience in Government, Industry or Accounting, excellent customer services skills and a professional demeanor? The District of Taylor is accepting applications from individuals who can provide exceptional service and have a desire to grow within our organization.

Reporting to the Director of Financial Services, the Accounts Receivable & Taxation Clerk is responsible for a wide range of accounting and financial services, including interaction with the public in a fast-paced environment. The Clerk's scope of work focuses mainly on account receivable and taxation functions and may include backup for other finance positions. The Clerk is responsible for ensuring the financial and accounting records of the municipality are accurately prepared and maintained. The complete job description is available on the District's website at www.districtoftaylor.com.

The successful applicant for this professional office will have strong interpersonal, customer service, written and organizational skills, the ability to work with a diverse group of people, adapt to varying workloads including working on multiple projects at one time, and be highly proficient in MS Word and Excel. Experience working with MAIS Accounting Software would be considered an asset.

The position is full time at 35 hours per week, generally from 8:30 a.m. – 4:30 p.m., during a Monday to Friday workweek. Compensation range is \$25.00 - \$27.00 per hour to start and supplemented with an exceptional benefit package. Compensation will be based on a combination of the successful applicant's education and experience. The incumbent will also be expected to sign a confidentiality agreement and provide a clean criminal record check.

With your resume, please provide a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until **Wednesday February 06, 2019 at 4:00 p.m. local time.**

Please address your application to:

Lisa Ford
Executive Assistant
Box 300
Taylor, BC V0C 2K0

Email: lford@districtoftaylor.com

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.



January 2019

**District of Taylor
Job Description
Department: Finance**

Accounts Receivable & Taxation Clerk

Classification: Non-management

Position Summary: The Accounts Receivable Clerk is responsible for a wide range of accounting and financial services, including interaction with the public in a fast-paced environment. The Clerk's scope of work focuses mainly on account receivable and taxation functions and may include backup for other finance positions. The Clerk is responsible for ensuring the financial and accounting records of the municipality are accurately prepared and maintained.

RELATIONSHIPS

Reports to: Director of Financial Services

DUTIES

Accounts Receivable & Taxation Clerk Core Duties:

- Provides service to the public regarding property taxes, utilities, accounts receivable, cash receipting, recreational and preschool billing etc.
- Performs reconciliations for Home Owner Grants
- Prepares correspondence and processes billings and payments, as required, for the District's operations such as recreational programs, preschool etc.
- Performs calculations, prepares monthly invoices and statements, reports on aged accounts receivable, and corresponds with the public regarding their accounts
- Performs all tasks related to the annual taxation process, such as maintenance of roll numbers, and monthly and annual downloads from BC Assessment into the business system
- Performs annual calculation of taxes and reconciles information for reporting to the Provincial Government
- Performs cashier functions, including processing customer payments and posting of municipal revenues to the general ledger, reconciliation of cash receipts, and preparation of daily bank deposits from various District operations
- Preparation of daily deposit log and performs monthly reconciliations of the general bank account (deposits only)
- Maintains Finance Department sub-ledgers and records, including data entry and routine adjusting of journal entries
- Prepares year-end working papers to support the annual financial statement audit
- Performs all other related administrative or special tasks as required

QUALIFICATIONS

Specialized Skills/Knowledge:

- Excellent communication skills, both orally and in writing
- Ability to work well alone and in a team environment
- Effective organizational and time-management skills
- Ability to work effectively under pressure, prioritize and adapt to changing priorities
- Excellent analytical and problem solving skills
- Excellent computer skills including MS Office Software with the ability to learn new software
- Knowledge of MAIS Accounting Software would be considered an asset
- Basic knowledge of accounting

Experience & Education

- 2-3 years of recent, related experience in an accounting position is required, preferably in a municipal setting
- Completion of grade 12 education
- Completion of a two year business administration, accounting technician program or an equivalent combination of education and experience

Requirements

- Maintains clean criminal record check