

TAX & UTILITY CLERK (PERMANENT PART-TIME)

The Town of Morinville is a vibrant, growing community located in the Edmonton Metro region. With a resident population of approximately 10,500, Morinville has a healthy business and residential community that offers an excellent quality of life in a smaller urban setting.

The Town of Morinville is currently seeking a Part-Time Tax & Utility Clerk to join the Administrative Services Team. Reporting to the Finance Manager, the Tax & Utility Clerk is primarily responsible in understanding and applying methods in preparing, calculating and maintaining utility and associated tax accounts and to collect revenues in accordance with the Town bylaws and required legislation.

Primary responsibilities include:

- Creation, maintenance, notification, recording and billing of utility accounts.
- Prepare and process monthly utility levies with accuracy.
- Scheduling and processing all work orders for meter reads, installs and/or servicing.
- Respond professionally to customer service requests by phone and in person regarding inquiries such as new accounts, payments, billing, meter reads, etc.
- Import water meter reads and waste management charges, monitoring any high or unusual reads and ensuring accounts are correct.
- Act as a liaison and support to internal and external customers including Public Works, Roseridge Waste Management;
- Process daily payments made through online banking.
- Follow up on delinquent accounts and work with customers to produce mutually agreeable payment plans by mail, phone or through collection agencies.
- Oversee disconnections of severely delinquent accounts.
- Produce water billings for Sturgeon County, Legal and Alberta Capital Wastewater.
- Review and amend policies and bylaws and present updates to Council as required.
- Reconcile related general ledger accounts and aged trial balance reports.
- Provide support and back up in the Property Tax area and perform other related duties as required.

Requirements:

- The ideal candidate will have a post-secondary education in accounting or related field.
- Experience in a municipal government setting considered an asset. Equivalent combinations of education and experience may be considered.
- Proficient in Microsoft Office (Excel, Word, Outlook), experience with Great Plains (Diamond Municipal Solutions) considered an asset.
- Demonstrated ability to manage multiple priorities and meet deadlines while working with a considerable independence and resourcefulness.
- Confidence in practical, fair and objective decision making.
- Excellent analytical abilities with a high degree of attention to detail along with high level of internal and external customer service.

Compensation: \$30.26 - \$36.13 per hour. This posting will be used to fill one 0.6 FTE (21 hours per week). We offer a comprehensive benefits package including pension, workplace development and great opportunities for employees to become involved in the community.

Application Deadline: Open until filled.

Submit resume and cover letter quoting "COMP# 202154—TUC" to:

Human Resources, Town of Morinville

10125-100 Avenue, Morinville, AB T8R 1L6

Email: hr@morinville.ca | Fax: 780-939-5633 | Web: www.morinville.ca

The Town of Morinville thanks all applicants for their interest; however, only those under consideration will be contacted.

