



## MUNICIPAL DISTRICT OF OPPORTUNITY NO.17

### WABASCA EMPLOYMENT OPPORTUNITY

#### Full Time Permanent Position Assessment & Taxation Clerk

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Are you able to work independently and have good organizational /time management skills to accommodate a dynamic work environment? We are looking for a dynamic individual to carry out the duties of Assessment and taxation in the Finance Department.

##### Responsibilities:

- ❖ Maintenance of the assessment & taxation rolls; ensure that the assessment roll is kept in balance with the assessors; the linear roll to that of Municipal Affairs; and ownership changes are made promptly.
- ❖ Receive and handle assessment & taxation inquiries from taxpayers and the general public.
- ❖ Ensure that all tax accounts are paid; prepare notice letters for delinquent accounts and apply penalties.
- ❖ Administer the tax pre-payment plan applications to ensure payments are received on a timely manner.
- ❖ Prepare annual assessment & taxation notices.
- ❖ Administer all duties of the Assessment review board clerk.
- ❖ Follow and perform the necessary tax recovery procedures.
- ❖ Prepare tax certificates and invoices as required from time to time.
- ❖ Co-ordinate all taxation / assessment functions with area offices.
- ❖ All other related duties

##### Qualifications:

- ❖ Knowledge of computer applications including Microsoft Excel, Word , Access & Others;
- ❖ Accounting Certificate (may consider education & extensive office experience);
- ❖ Must have a valid Class 5 driver's license;
- ❖ Must have excellent interpersonal, organizational skills along with good verbal and written communication skills
- ❖ Assessment Review Board Clerk training required;
- ❖ Municipal Government experience an asset.

Interested persons are invited to submit their resumes to:

Anil Paul, Manager of Finance  
Municipal District of Opportunity No 17  
Box 60 Wabasca, Alberta T0G 2K0  
Phone (780) 891-3778 Fax: (780)891-4283  
Email [anilp@mdopportunity.ab.ca](mailto:anilp@mdopportunity.ab.ca)

This position will remain open until a suitable candidate has been found.

*The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information & Protection of Privacy Act. Applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.*