



ADAMS LAKE INDIAN BAND
JOB POSTING
Taxation Clerk

NATURE & SCOPE OF WORK:

The Taxation Clerk reports directly to the Taxation Administrator/Lands Manager and will generate annual property tax and penalty levies, prepare various tax documentation: download batch information from BC Assessment. The Taxation Clerk is responsible for preparing monthly and annual reconciliation of the Tax system, preparing tax notices and penalties and maintaining an accurate filing system.

POSITION TASKS:

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures
- Maintain all TAS (Tax Administration System) computerized and hard copy files
- Communicate land file amendments with other Band departments, as required
- Assist the Accounts Receivable clerk with all financial accounting tasks reconciling
- Assist with the preparation of reports to be presented to Chief and Council upon request from tax administrator
- Assist the Adams Lake Tax Department with general office duties such as photocopying, taxing, coordinate meetings / workshops / events as requested
- Provide tax search requests to clients as needed, prepare and facilitating the property tax mail outs
- Other duties as required

KNOWLEDGE AND SKILLS:

- Minimum of two years' experience in a taxation department
- First Nation Tax Administration certificate an asset
- Diplomacy, tact, and confidentiality in dealing with a variety of people
- Ability to verify, research and collect data and prepare reports and other documents
- Exceptional organizational, time management and multi-tasking skills
- Ability to operate office equipment
- Knowledge of filing systems
- Ability to work independently and as a team player
- Post-secondary training in related field a preference
- One to two years' experience in the clerical field

Other Requirements

- Valid B.C. Class 5 Driver's License (copy required)
- Reliable transportation with valid business insurance

Interested applicants please direct resumes to:

Human Resources Manager
6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0
Email: Human-Resources@alib.ca

THIS POSITION WILL REMAIN OPEN UNTIL A SUITABLE CANDIDATE IS FOUND

Only those short listed will be notified for interviews.