



## Penticton Indian Band

841 Westhills Drive  
Penticton, British Columbia  
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

### Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>Property Tax Clerk</b>		
<b>Department:</b>	Property Taxation	<b>Responsible To:</b>	Tax Administrator
<b>Status:</b>	Full Time	<b>Hours of Work:</b>	35 hours per week
<b>Location:</b>	839 Westhills Drive Penticton BC		
<b>Closing Date:</b>	<b>Position will be posted until filled</b>		

#### Job Summary:

Under the direction of the Taxation Administrator, the Property Tax Clerk provides assistance with the administration of various taxation and utilities activities including, but not limited to: communicating with clients, property assessment and taxation rolls, preparation and distribution of property tax notices and utilities billing, accounts receivable and collections, reporting, etc. In addition, the Tax Clerk performs a variety of general office administration duties.

#### Duties/Responsibilities:

- Interprets, applies and ensures compliance with the Penticton Indian Band property tax and assessment laws, First Nations Tax Commission standards, Utilities policies and procedures.
- Receives and responds to client inquiries (in person, by phone, by email, etc.) regarding taxation and/or utilities policies and procedures; assists clients with completion of forms and applications
- Maintains electronic and hard copy/paper filing systems for taxation and utilities; ensures client information is up to date (new accounts added on a timely basis and deleted as required).
- Performs tax search/certificate requests, provides tax search and parcel abstract requests
- Generates annual property tax, penalty levies and utilities billings, downloads batch information from BC Assessment, processes monthly statements and mailouts
- Verifies and processes all incoming accounts receivable (cheque, money order, cash) for tax and utilities, maintains payments and inputs FN Grants (as applicable) within the Tax Administration System; collects and processes property tax and utilities payments, adjusts payment entries, etc.
- Verifies all NSF payments, calculates charges, coordinates collection of overdue accounts
- Performs monthly and annual reconciliation of sub ledger to the GL control accounts
- Assists with the preparation of reports and/or presentations, prepares and provides various reports and lists to designated staff, outside agencies and departments, as directed
- Performs general administrative duties including, but not limited to: answering phone calls, photocopying, scanning, coordinating meetings/events, attending meetings, taking meeting minutes
- Provides assistance, advice and support in the absence of the Property Tax Administrator

- Performs other duties and responsibilities necessary for the position, or as may be assigned

### Qualifications/Requirements:

- Minimum Grade 12
- Completion of secondary or post-secondary school accounting courses considered an asset
- 1 – 2 years' experience working within an office environment
- Intermediate level skills in Microsoft Office (Outlook, Word, Excel, etc.)
- Valid BC Class 5 Drivers License with access to reliable transportation
- Knowledge of First Nation Property Tax would be considered an asset

### Skills:

- Excellent communication skills (verbal and written); able to discuss complex information in a manner that is clear and easy for clients to understand
- Exceptional organizational, time management and multi-tasking skills
- Strong customer service skills; able to solve problems and deal with difficult situations with tact, diplomacy and professionalism; able to maintain a high level of confidentiality
- Able to work as a team player as well as work independently with little or no supervision
- Strong attention to detail ensuring accuracy and neatness when completing work

### Working Conditions:

- Fast paced office environment with a high volume of client interaction
- May be required to obtain the First Nations Tax Administrators Certification through Tulo Indigenous Economics and Thompson Rivers University

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education. The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career in First Nations Property Tax, please **send a resume and covering letter to the attention of:**

**Attention: Human Resources  
Penticton Indian Band**

**Mail:** 841 Westhills Drive      **Fax:** (250) 493-2882  
Penticton, BC V2A 0E8      **Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*