



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of syilx values and culture.

Taxation Officer – Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

The Taxation Department ensures the collection of taxes on WFN lands. Property taxes paid to WFN are used for services and facilities that benefit the community, including fire protection, law enforcement, sanitation, etc. As a result, residents have access to these tax-paid services and have input into proposed laws that directly and significantly affect them as represented by the Advisory Council. Services paid for by taxes fall into one of five categories: Local Services, Parks & Recreation, Community Development, Protective Services and Administrative Services.

Reporting to the Surveyor of Taxes, the Taxation Officer is responsible for the administration of the Property Tax Roll, the preparation and distribution of the Property Tax Notices, as well as administering all property tax accounts and informing the Rate Payers.

Want to know more? You will...

- Answer queries from rate payers and public
- Check Building Permits for new improvements for taxation
- Upload and check British Columbia Assessment data
- Prepare tax roll corrections and advises BCA for Board of Review
- Coordinate mortgage tax payment with lending institutions
- Apply prepayments, post credit interest, and delinquent interest to arrears to be included on tax notices, Local Improvement charge on Exempt properties
- Enter appropriate tax information for tax notices (due date, penalties, etc.) confirm sewer fee and rates
- Process delinquent tax collection
- Advise customers on WFNT policies

Community. Leadership. Pride.

Must Haves:

- Three (3) year post-secondary education in a related field or equivalent
- First Nation Taxation Administration Certificate
- Certificate in Local Government Administration
- Level two in the CMA or CGA program is considered an asset
- Minimum 3 - 5 years' experience in property taxation
- Experience working with indigenous communities/people considered an asset
- Criminal Record Check and Credit Check with results acceptable to WFN

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

Application Details:

To learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our Employment Opportunities page <https://recruiting.ultipro.ca>. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, December 11, 2022.