



Employment Opportunity

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

Taxation Summer Student

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

Under the direction of the Surveyor of Taxes, the Taxation Summer Student is responsible for supporting the administration of the Westbank First Nation (WFN) property tax roll, tax accounts. This position is relied heavily on for having accurate and updated data that are easily accessible through a digital database.

Want to know more? You will...

- Review and process British Columbia Assessment (BCA) data
- Enter appropriate tax information for tax notices (e.g. due dates, penalties, etc.)
- Confirm utilities fees and rates
- Ensure the processing of online payments and electronic home owner grants
- May be required to assist front desk cashier during peak times
- Performs other related duties as required and in accordance with the Westbank First Nation policies, standards and procedures, and as directed by the Surveyor of Taxes

Must Haves:

- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of office equipment, computer hardware and peripheral devices
- Minimum grade 12 or equivalent
- Must be a registered post-secondary student, returning to studies in fall 2023
- Preferred post-secondary studies include courses in Business, Economics, Assessments, Taxation, Finance
- Experience working with indigenous communities/people considered an asset
- Criminal Record Check with results acceptable to WFN

Community. Leadership. Pride.

Application Details:

To review the full job description and 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. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, April 30, 2023.