



Brazeau County is Hiring!

We are currently looking for a dependable and deadline driven individual to join our Finance Team in the position of Assessment/Taxation Coordinator.

The Assessment/Taxation Coordinator provides general support to the Finance Department by maintaining the taxation and assessment roll in an up to date and accurate manner, handling the Assessment Appeal Board Hearings, assisting in the risk management process and manage the insurance portfolio, and overseeing the monthly Accounts Receivable process.

Responsibilities:

- Maintaining the taxation and assessment roll in an up to date and accurate manner, and handling the Assessment Appeal Board Hearings
 - Oversees the maintaining and processing of the computerized assessment/tax roll
 - Oversees the preparation of tax notices and assessment notices
 - Handles tax recovery proceedings and updates status of caveats
 - Prepares documents for tax sale and complete the tax sale process
 - Handles assessment Appeal Board Hearings
 - Assists and responds to general inquiries relating to taxes, assessments, and other related matters
- Assists with the risk management process:
 - Maintaining & Processing of County Insurance Policies
 - Assist with the direction and control of the Risk Management Committee
- Oversee the monthly Accounts Receivable process and provide guidance
- Oversee the monthly utility process and billing
- Oversee and review daily cash receipting procedures and posting to the general ledger
- Provide other support services by;
 - Provide coverage for accounts payable in times of need
- Assists in the preparation of year-end reports, financial statements, scheduled, working papers, reconciliations and continuity schedules, etc. as related to tangible capital assets
- Research and find provincial and federal grant funding and complete the necessary documents
- Provide other duties as assigned

Qualifications:

- Professional accounting designation or working toward the professional accounting designation
- Minimum of 1-2 years of relevant accounting experience
- Working knowledge of professional accounting principles/practices and the Public Sector Accounting Board standards (PSAB)

Closing Date: May 28th, 2019

Please send your resume with cover to Angela Wong, HR Manager at awong@brazeau.ab.ca
