



## Employment Opportunity

The Town of St. Paul is looking for a **Utility and Tax Clerk** to join our team. This position will be a permanent full time position. Normal working hours are between 8:30am to 4:30pm, Monday to Friday.

### Key Duties and Responsibilities:

- Responsible for utility and tax billings (including calculation of bills, printing, mailing and balancing reports).
- Issue and complete work orders for new customer connections and disconnections, meter issues and customer service needs.
- Handle customer issues and concerns related to utilities and taxes. Escalate issues to supervisor, other departments or assessors as needed.
- Prepare tax certificates and information requests.
- Update ownership changes, address changes and mortgage company changes.
- Prepare and mail arrear notices for delinquent utility and tax accounts. Make follow up calls and emails as necessary.
- Maintain collection efforts through transfer to taxes, arrears notices, pending tax sale notices and tax sale registration procedures.
- Contact residents for up to date meter readings as required.
- Maintain preauthorized payment processing (semi-monthly for taxes and every two months for utilities). Also setting up of new customers, removing customers and changing of banking information for customers.
- Process payments received in person, by mail and by eft.
- Maintenance of the Town of St. Paul's tangible capital assets and insurance.
- Office coverage for finance department.
- Assist the finance department with interim and year end audits.
- Participation in our health and safety program.

### Qualifications and Skills Required:

- Ability to interact positively with the public, other staff, appraisers, assessors, lawyers, real estate agents, mortgage companies and other municipalities.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality.
- Ability to solve problems both independently and by working collaboratively with others.
- Ability to be flexible, open and adaptable to changing circumstances.
- Computer skills are required.

Please send a cover letter and resume with two references to:

**Human Resources Coordinator**

**Phone: (780) 645-1767**

**Email: [humanresources@town.stpaul.ab.ca](mailto:humanresources@town.stpaul.ab.ca)**

**Applications will be accepted until September 24, 2021 @ 4:30 pm MST**

Please note the successful candidate will be required to provide a criminal record check prior to their first day of work.

The Town of St. Paul thanks all applicants for their interest. Only those selected applicants will be contacted for further information and follow-up.