



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Tax Coordinator
DEPARTMENT: Lands, Leasing & Tax Department
SUPERVISOR: Tax Administrator
TERMS: Full Time, Permanent
REFERENCE #: 2021-106

PURPOSE OF POSITION:

The purpose of this position is to interpret and apply laws, procedures and processes as well as perform technical duties in the coordination and implementation of tax procedures for TteS.

DUTIES AND RESPONSIBILITIES:

- 1. Coordinates and prepares required property tax information in accordance with appropriate laws to ensure the efficient and effective process and procedures are in place for TteS. (95%)**
 - Maintains, registers and manages the tax computerized systems of the department.
 - Prepares reports, researches subjects and makes recommendations concerning the tax position and liabilities of all aspects within the tax system.
 - Searches tax computerized systems and responds verbally and in writing to requests for tax record activities, client profiles and transactions.
 - Updates property tax data into the computerized system, distributing to appropriate departments and outside agencies.
 - Collects the tax rates from the City of Kamloops and the Thompson Nicola Regional District, inputs tax rates (where appropriate), reports and provides other information to various stakeholders and agencies.
 - Coordinates property tax run and works with various stakeholders to ensure accurate tax rates, levies and collections are completed effectively.
 - Assists in reviewing the preliminary property tax assessment roll, and prepares the band council resolution with the changes, additions and deletions to the property tax assessment roll.

- Prepares monthly reports to BC Assessment with technical and clerical changes along with applicable registered and/or supporting documents.
- Works with the Assessment Appeal Board and the BC Assessment Authority in setting up the Assessment Appeal Board Hearings and attends to take notes.
- Assists in coordinating the Leaseholder/Rate Payers Associations meetings and the Locatee Landlord meetings and attends to take minutes.
- Researches, compiles data of payments and invoices for all the 29% Servicing Agreements, prepares cheque requisition for the Tax Administrator to sign off, and prepares reports.
- Updates and coordinates with the Collections Officer by reporting all incoming accounts receivable and calculates penalties based on the tax computerized systems for the property tax.
- Reviews ledger and other reports and addresses adjustments for tax files.
- Completes cheque requisitions as required.
- Compiling packages of the appropriate registered documents to the TteS departments and BC Assessment Authority.
- Assists, prepares and distributes promotional and public relations information.
- Assists with law development.
- Assists with dispute resolution requiring discretion and independent judgement.
- Coordinates advanced communication with team members to ensure tax cycle deadlines are met.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of TteS.

2. 5% Other related duties as necessary.

Professional Certification, Education and Experience:

- An Accounting or Bookkeeping Certificate and 1 year clerical/administrative support experience or and equivalent combination of education and/or training.
 - Experience/training in accounting activities, keyboarding, word processing, spreadsheet, the Internet, databases and other standard computer applications.
- Preferred TULO Tax Administration certificate.

Skills and Abilities:

- Strong knowledge of various laws and Bylaws such as Municipal or Band.
- Demonstrated experience and ability building and maintaining cooperative and productive relationships and effectively liaising with internal and external stakeholders.
- Good oral and written communication skills.
- Advanced computerized record keeping skills and versed in Microsoft Word and Microsoft Outlook applications.
- Strong organizational, coordinating and planning skills.
- Ability to verify, research and collect data and prepare reports and other documents.
- Proven ability to set priorities and meet deadlines.
- Ability to take initiative.

- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in a multi-cultural setting.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépmc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is August 19, 2021 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.