

ROLE SUMMARY

Reporting to the Director of Finance, the incumbent is responsible for the overall management of the Revenue Services Division which includes the functional areas of property taxation, utility billing, dog licensing, and cash collection.

QUALIFICATIONS

- Post-Graduate education, including a Professional Accounting designation (CPA – CA, CGA or CMA) or equivalent.
- A minimum of 7 years' progressive experience in a directly related local government finance environment, preferably in property taxation, including 5 years' experience in a management/supervisory position.
- Comprehensive knowledge of municipal taxation, utility billing, cash management and payment card data security including applicable Federal, Provincial and Municipal legislation, regulations and standards.
- Ability to effectively manage a computerized tax and utility billing system, e-commerce applications and participate in information technology implementation and upgrade projects.
- Possession of a valid Class 5 driver's license and a personal vehicle, that meets the requirements described in the Transportation policy, available for use as and when required.
- An equivalent combination of education and experience may be considered.

Major Accountabilities**Advice & Support**

- Makes recommendations to Council regarding policy, procedures, interpretations, and bylaw changes.
- Makes recommendations to assist with implementation of the District's strategic objectives.
- Keeps the Director apprised of operational developments that relate to the interests of the District.

Leadership of Staff

- Leads by example in terms of establishing annual personal performance objectives to be achieved. Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.
- Establishes division priorities as required to meet broader departmental objectives.
- Leads or oversees recruitment, orientation and training of new staff in accordance with District policies.
- Prepares guidelines for work performance, expenditures and use of resources.
- Evaluates the work of direct reports, guides them and identifies needs for development

Division Operations

- Oversees the activities of the property taxation, utility billing, dog licensing and revenue collection functions of the District in accordance with Provincial statutes and regulations, municipal bylaws and policies approved by Council.
- Performs the statutory duties of the Collector for the District.
- Liaises directly with external agencies such as BC Assessment Authority and various provincial ministries in the delivery of the property taxation program.

- Responsible for all processes related to the annual tax sale and permissive tax exemptions.
- Provides and promotes excellent customer service.
- Builds relationships and ensures collaboration with other Departments where initiatives have multi-Departmental involvement.
- Represents the Finance Department as co-owner of the Tempest software application
- Ensures the effective, accurate and compliant functioning of the District's e-commerce systems.
- Responsible for the organization's ongoing compliance with Payment Card Data Security Standards and implementation of related policies and procedures for the District.
- Responds to escalated enquiries/issues from the public verbally and/or in writing.
- Carries out such additional duties and responsibilities as the Finance Director may require.
- Represents the District for administration of the information sharing agreement with the Insurance Corporation of British Columbia.