

Job Information

Job title	Property Taxes & Utility Clerk / Cashier		Job Code: CLCPTU	Pay Grade: E
Title of immediate supervisor	Supervisor- Revenue Collection			
Department/Division	Finance / Revenue Services			
Prepared by	P. Arslan			
Date Created	November 6, 2025	Revised date		

Job Purpose

Performs daily activities related to property tax, dog license, utility billing and relief cashiering duties. Duties for clerical work include responding to counter, telephone, electronic or written enquiries from the public, outside agencies and other departments. Duties for cashiering work include receiving a wide variety of payments, as well as disseminating detailed information related to the delivery of Revenue Services programs to the public and other departments.

Duties and Responsibilities

- Provides verbal and written factual information related to property taxation, utility billing and municipal charges.
- Enters customer payments and adjustments into the Utility Billing System and Property Tax System.
- Updates utility billing and dog license account information.
- Receives daily deposits from Recreation Centres for inclusion with Municipal Hall receipts.
- Sorts, checks, processes, and issues receipts for payment related to a wide variety of receipts and documents submitted to the Municipality.
- Balances payments to total receipts on a daily basis; reconciles total payments to daily total.
- Uses calculations to compute utility billing charges and late payment penalties.
- Assists with processing and verifying meter readings, determines cause for errors, and makes corrections and estimated readings accordingly.
- Maintains records and documentation relating to property taxation and utility billing, including data entry and data file maintenance.
- Assists in processing account adjustments
- Sets up dog licence records, including data entry and data file maintenance, and issues the corresponding dog licences and tags.
- Prepares and processes batches of property tax and utility accounts payments.
- Sorts, collates, checks, processes, transports and files office records and departmental mail.
- Types a variety of forms, reports, letters, envelopes, etc.
- Receives, processes and records a variety of inquiries.
- Computes late payment penalties, arrears interest and prepayment interest for property taxes, statistical reports and other routine office records.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent
- One year of post-secondary courses in business, accounting, or office administration.
- One year of experience in an accounting office environment including receiving and balancing cash and dealing with the public.
- Working knowledge of spreadsheets and word processing (Excel and Word).
- An equivalent combination of education and experience may be considered.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.