



## REVENUE SUPERVISOR

Reporting to the Chief Financial Officer, the successful candidate will be responsible for the supervision, collection, and administration of property taxes, special assessments, and water, sewer, and electric utility fees. This position is also responsible for managing the department staff, oversight of reception and the collection of various other revenues such as: business licenses, traffic tickets, dog licenses, etc. This position has the responsibility for the receipt and proper processing of all funds received by the City through all channels, administering and executing both the annual tax sale and permissive tax exemptions.

### Qualifications:

- Bachelor's Degree in Accounting or Business or a CPA designation and 5+ years of finance experience
- 5+ years supervisory experience is required (an asset if in a unionized environment)
- Experience in a collections environment in a municipal or equivalent setting is an asset
- Proven ability to work successfully in a demanding, fast-paced and often unstructured environment with irregular hours as required.
- Proven ability to manage a wide range of challenging, often confrontational customer service situations.
- Advanced computer skills in a Windows environment and a proven track record of being able to learn new applications quickly and resolve often complex interfacing issues.
- Excellent oral and written communication skills.

We offer a competitive salary and a comprehensive benefits and pension package.

The City of Penticton welcomes resumes from results-driven individuals. Applicants are invited to send their resume with references by 4:00 p.m., November 3, 2014 to:

### **PLEASE QUOTE COMPETITION #14-59E**

**Human Resources Department,  
City Hall, 171 Main Street,  
Penticton, B.C. V2A 5A9**

**Email: [apply@penticton.ca](mailto:apply@penticton.ca)**