

Career Opportunity



Enhance your lifestyle and your career . . .Join us now as:

Revenue and Taxation Manager Competition No.02-08/13

At the City of Kamloops we're focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. Kamloops provides abundant recreational possibilities in the beautiful natural setting of the BC Interior for residents and visitors alike, as well as education and culture opportunities and activities.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people.

As part of the Finance Management team you will play a significant role in delivery of services and activities to support a comprehensive municipal corporate plan. Reporting to the Finance Director, the Revenue and Taxation Manager is accountable for managing the Revenue and Taxation Division, which includes all collection activities in accordance with municipal legislation, by-laws, regulations and policy requirements; and development and maintenance of the Cash Management System, investment strategy for all surplus funds.

Specifically, the incumbent is responsible for calculation of tax rates and for the preparation of annual property tax billings and utility billings. The incumbent monitors the revenue and expenditures cash flow to ensure sufficient funds are available to meet all expenditures. The Revenue and Taxation Manager is also accountable for keeping abreast of developments in financial management and investment and financial markets, and for the management of the Division by providing direction to staff and other Divisions on all revenue and collection matters.

The preferred candidate will have:

- Completion of a post-secondary degree in Business Administration with a specialization in Accounting or Economics.
- Recognized professional accounting designation (CA, CGA, CMA) and membership in a recognized accounting association.
- Minimum five years of supervisory experience.
- Computer skills in Microsoft products, such as Word and Excel.

The hours of work for this position are 8:30 am – 4:30 pm (winter), 8:00 am – 4:00 pm (summer). For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

The monthly salary for this management position is \$8473, and the City offers a comprehensive benefits package. Please send your resume quoting competition number 02-08/13 by 4:00 pm on Thursday, June 20, 2013 to:

Human Resources Department
City of Kamloops
105 Seymour Street
Kamloops BC V2C 2C6
Fax: 250-828-3635
Email: HR@kamloops.ca

For detailed information on this position and for more information on our community, please refer to our website at www.kamloops.ca/jobs. The City of Kamloops thanks all applicants for their interest in applying for this position; however, only those selected for an interview will be contacted.



Kamloops boasts excellent sporting and recreational facilities, with four distinct seasons offering the perfect pursuit for active lifestyles and outdoor enthusiasts, be it on water, land or snow - with plenty of sunshine throughout the year. Enjoy professional theatre and symphony productions as well as art shows and cultural events at a variety of venues. And we're only a three hour drive from the Vancouver area!

CITY OF KAMLOOPS

Position: Revenue and Taxation Manager

Incumbent:

Department: Finance Division: Revenue

Review Date: June 3013

Location: City Hall

GENERAL ACCOUNTABILITY

Reporting to the Director of Finance, the Revenue and Taxation Manager has responsibility for managing and overseeing the Revenue and Taxation Division which includes all collection activities in accordance with municipal legislation, by-laws, regulations and policy requirements and development and maintenance of the Cash Management System, investment strategy for all surplus funds.

NATURE AND SCOPE

The position is one of three reporting to the Finance Director. The other positions are the Assistant Finance Director and the Purchasing and Inventory Manager.

Reporting to the Revenue and Taxation Manager is the Assistant Revenue and Taxation Manager, who is responsible for assisting the Revenue and Taxation Manager in the receipt and control of all City funds.

The Revenue and Taxation Manager is responsible for calculation of tax rates and for the preparation of annual property tax billings, the utility billings for all utility users, reconciliation of the Tax, Utility and Accounts Receivable sub-ledgers with the General Ledger.

The Revenue and Taxation Manager monitors the revenue and expenditure cash flow to ensure sufficient funds are available to meet all expenditures. Surplus funds are invested to maximize return on City's investments. This involves dealing with Investment Brokers and Bankers to ensure that the buying and selling of investment instruments meets all statutory requirements and provides the maximum rates of return.

The incumbent is also accountable for keeping abreast of developments in financial management and investment and financial markets, and for the management of the Division by providing direction to staff and other financial divisions on all revenue and collection matters.

Specific objectives of the Revenue and Taxation Manager position include the maintenance of a highly secure payment handling system, and for providing information on taxes and utility billings to all City clients. The demands of the job require substantial commitment to municipal and generally accepted accounting principles, requiring the exercising of professional judgment. The incumbent spends a fair amount of time dealing directly with complaints from the general public with regard to tax and utility levies, penalties, and delinquent interest. This requires a great deal of tact and diplomacy in explaining the complex tax and utility billing system and provincial Home Owner Grant legislation to members of the public.

The incumbent is responsible for the management responsibilities of hiring, motivating, and coaching employees; assessing employee performance, exercising disciplinary action, and for dealing with grievances.

SPECIFIC ACCOUNTABILITIES

1. Prepares tax and special assessment billings; collects all taxes, special assessments, and utility payments.
2. Maximizes City revenues and maintains custody of all City funds and manages these by maintaining cash flows in order to maximize income from investment of surplus funds and minimize interest expenditures on deficit borrowing.
3. Assumes the delegated responsibility under the *Home Owner Grant Act* to approve all Homeowner Grant applications subject to the provisions of the Act, and ensure Home Owner Grant Offset to School Levy paid to the province is maximized.
4. Advertises and conducts the annual tax sale of properties with outstanding delinquent taxes.
5. Manages the billing and collection of all City revenue and the controlling and safekeeping of the cash asset.
6. Maintains a high level of control over all cash receipt transactions; prepares General Ledger reconciliations including Taxes Receivable and Accounts Receivable sub-ledgers; and approves all adjustments and write-offs to receivable accounts.
7. Utilizes all means possible to collect overdue Account Receivables accounts.
8. Conducts surprise audits of other revenue collecting departments of the City (Animal Control, Recreation, etc.) and surprise counts of the various petty cash funds and cash floats.
9. Provides information systems to control revenues and to assist in management of the City operations.
10. Prepares the annual budget for all programs within the Revenue Division and for their subsequent management and control.
11. Researches, evaluates, and recommends sources of revenue; monitors revenue collected to budgeted.
12. Notifies, through advertising, of tax and utility payment deadlines.
13. Files claims in bankruptcy on behalf of the City.
14. Liaises with other City Divisions with respect to sundry receivables and accounting entries.
15. Maintains membership in GFOA, LGMA, and a recognized professional accounting association.
16. Manages the hiring, motivating, coaching, and development of employees.

REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

- Post-secondary degree in Business Administration with a specialization in Accounting or Economics.
- Recognized professional accounting designation (CA, GGA, CMA) and membership in a recognized accounting association.
- 5-7 years of supervisory experience.
- Computer skills in Microsoft products such as Word and Excel.

PREFERRED QUALIFICATIONS

- Previous experience in a municipal government setting.
- Knowledge of Tempest Land and Billing Software.
- Familiarity with Home Owner Grant Program.