



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 Data Entry Clerk
DEPARTMENT: Lands, Leasing & Tax Department
SUPERVISOR: Manager, Tax Administrator
TERMS: Full-Time, Permanent
REFERENCE #: 2024-085

Purpose of Position:

The purpose of this position is to interpret, and apply laws, procedures and processes as well as carry out delegated technical duties in implementation of the annual tax cycle in accordance to TteS local revenue laws under the *First Nations fiscal Management Act* (Act) and First Nations Tax Commission standards, and other laws, by-laws, Acts, regulations, standards, policies and procedures for TteS. The Tax Data Entry Clerk assists the Tax Coordinator in performing the technical duties and at times provides record keeping support to Filing Clerk for tax related files.

Duties and Responsibilities:

- **This position maintains professional development in communication and taxation, interprets and applies taxation laws (TteS Property Taxation Law, Property Assessment Law, Property Transfer Tax Law, and any other applicable local revenue laws), procedures, and processes to perform delegated technical duties in the implementation of the annual tax cycle in accordance to the TteS local revenue laws, the Act, and FAL assisting the Tax Coordinator and support for the Filing Clerk.(95%)**
- Good knowledge of the TteS local revenue laws, Act, and FNTC standards
- Focusses on day-to-day communication and receives and responds to, but not limited to, counter, telephone, email tax related inquiries and to explain the tax systems and concepts clearly and concisely to stakeholders, internal departments and external agencies as the first point of contact.
- Provides assistance and advice on the interpretation of the taxation local revenue laws in the absence of the Tax Coordinator.
- Assists the Tax Coordinator with communications and project plans to meet tax cycle deadlines including Notice to Taxpayers, property tax newsletter, drafting response letters to taxpayer inquiries,
- Performs data entry and maintains the ownership and authorized account transactions in the computerized tax system
- Researches and reviews GL reports and tax accounts in the accounting and property tax systems and works closely with the applicable Finance staff, identifying eligibility of homeowner grants, exemptions, adjustment and refunds, as well as prepares tax statements of adjustments, and other applicable documentation for authorization by the Tax Administrator, to ensure accuracy of the local revenue accounts and identify any discrepancies with other applicable accounts for account searches

- Searches accounting and tax computerized system and responds verbally and in writing to requests for tax record activities, client profiles, and transactions
- Provides authorized reports and lists to designated staff, internal departments, external agencies, as appropriate.
- Assists the Tax Coordinator in tracking and resolving problems and discrepancies with vendors, taxpayers, lessees, and external agencies
- Assists the Tax Coordinator in the planning and carrying out duties for the tax run
- Provides records management support to the Tax Coordinator and the Filing Clerk and.
- Performs all duties and responsibilities in accordance with the TteS laws, by-laws, Acts, standards, policies, , and procedures.
- Maintains confidentiality on all matters relating to the affairs of TteS.

2. 5% All Other related duties as necessary.

- Carries out assigned duties to contribute and assist in Department projects and events
- Occasionally provides Receptionist support

Professional Certification, Education and Experience:

- Successful completion of secondary school or equivalent and with one to two years' training and experience in the clerical field, bookkeeping or accounting, and record keeping or an equivalent combination of education or training.
- Preferred certification from the TULO Centre of Indigenous Economics 2-year Programs: Tax Administration or Applied Economics or Lands Management Program
- Preferred training and experience in: intermediate Personal Computing Skills in keyboarding, Microsoft Word processing, Database and Spreadsheet applications software including tax computerized system and accounting system (TAS and ACCPAC) and other standard computer systems.
- Preferred knowledge of the Indian Lands Registry System or related land title registry system.
- Current valid Class 5 'Drivers' License.
- Keyboarding speed of at least 40 w.p.m

Skills and Abilities:

- Good knowledge of the *First Nations Fiscal Management Act* laws or Section 83 of the *Indian Act* by-laws or laws and by-laws such as Municipal or Band
- Must have knowledge and experience with accounting software and record keeping and ability to verify, research and collect data and prepare reports and other documents with attention to detail, accuracy, and neatness to work.
- Must have good communication, interpersonal, and written communication skills with the ability to use tact and diplomacy
- Demonstrated experience and ability to build and maintain cooperative and productive relationships and effectively liaise with internal departments and external stakeholders.
- Must have a positive attitude and teamwork, service orientation skills and lateral kindness.
- Must have ability to work independently, take initiative, self-motivated, with a strong work ethic and ability to work under pressure.
- Must have good organizational, time management, and planning skills to organize work, set priorities and meet deadlines.
- Flexible, committed and enthusiastic in working in a fast-paced environment.
- Ability to work in a multi-cultural setting.

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

PAY GRADE: Starting at \$22.59-\$24.95 depending on education & experience

Tk'emlúps te Secwépemc 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 October 30th, 2024 by 2:00pm

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

**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.