



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

Internal/External Job Posting

Position:	Property Tax Coordinator
Status:	Regular Full-Time
Work Area:	Finance
Posting Date:	June 25, 2026
Internal Closing Date:	July 3, 2026
External Closing Date:	August 4, 2026

GENERAL SUMMARY

Under the general supervision and direction of the Senior Accountant of Financial Operations, the Property Tax Coordinator is responsible for overseeing the preparation, collection, and related accounting of property tax. As well as performing cashier functions from time to time. This position delivers outstanding customer service to internal and external clients and maintains positive and courteous public relations.

MAIN DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection, and Progress.
- Carries out maintenance, preparation, and collection of property taxes in compliance with financial bylaws, Municipal laws, policies, and procedures.
- Prepares, processes, and monitors property tax transactions to ensure proper approval for all account adjustments.
- Prepares and enters journal entries, upon approval.
- Responsible for the preparation, distribution, and collection of annual, supplementary and reminder property taxes notices.
- Conducts audits and resolves discrepancies in property tax accounts.
- Analyze BC Assessments data to identify trends.
- Prepares reconciliation of sub-ledgers and generates reports relating to tax.
- Monitors and reconciles general ledger accounts relating to tax, such as taxes receivable, tax clearing, HOG receivable, excess levies and tax appeals.
- Researches and provides responses to requests for information regarding property master file, assessment, and tax transactions.
- Plans and prepares for the annual property tax sale and crown lease arrears notification.
- Provides assistance for permissive tax exemption tasks.
- Administers grant in lieu of tax and payments in lieu of tax, tracking grant receivables, and claims.
- Prepares statutory, compliance, and other external agency reports related to the property tax functions.
- Prepares year-end working papers relating to property tax accounts.
- Steps into the front counter role as required, including to address any complex matters prior to escalation.
- Provides front desk coverage and assists cashiers with more complex tax and financial questions.
- Provides assistance and vacation relief for both the Accounts Receivable Coordinator and Cashier positions as needed.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of basic financial functions, regulations, and rules governing municipal operations with an understanding of regulations and government programs relating to property and parcel taxation and user-fee administration.
- Advanced knowledge of cash receipting best practices and controls.
- Excellent interpersonal and communications skills and ability to interact with customers in a professional manner.
- Excellent time management skills, with the ability to successfully prioritize and manage multiple tasks to meet deadlines and deliverables.
- Strong computer skills in Microsoft Office including Word and Excel, with experience working with financial database software and electronic cash receipting systems.
- Ability to enter large amounts of data accurately and re-focus quickly following interruptions, with a high attention to detail.
- Ability to interpret data from financial records, such as payment records and general ledger accounts.



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- Ability to work cooperatively with other departments without compromising internal controls.
- Ability to adapt to administrative and technological changes.
- Ability to interpret and comply with policies and procedures.
- Ability to exercise sound judgement regarding confidentiality and comply with privacy legislation.
- Ability to interpret regulations, bylaws and the Local Government and Community Charter as required.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
- Grade 12
- Business Administration Certificate with an accounting focus from a recognized University or College.
- 3 years local government property tax administration and accounting practices including experience with account analysis and reconciliation.

OR

- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00 a.m. to 5:00 p.m., fortnight schedule.

Salary: \$40.15 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply.](#) If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #26-60** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.