



Employment Opportunity **PROPERTY TAX & LAND MANAGEMENT COORDINATOR**



Reference No. LSG-LAN-PLC-0223

PURPOSE: Reporting to the Lands Program Manager, the Property Tax and Land Management Coordinator will work with the Property Tax and Land Management Administrator to coordinate and track property tax and land management requirements, while providing administrative support to the program. This position is full-time permanent position that works primarily in the office with minimal local travel required.

RESPONSIBILITIES:

Coordinate and Track Property Tax

- Review and validate tax assessment roll
- Collaborate with the Finance department to compile and prepare the property tax budget
- Prepare annual laws for budget approval and application of tax rates
- Calculate and prepare tax exemptions, tax certificates and utility payments for review
- Preparation of tax notices, related invoicing and collections
- Communicate with vendors on non-payment and conduct collection follow up when required
- Coordinate with a variety of internal departments and external organizations
- Other related duties

Coordinate and Track Land Management

- Receive, data enter and submit for approval business license applications and fees
- Ensure all appropriate documentation is received to obtain business licenses
- Calculate, collect, and assist in the distribution of lease payments as required
- Present information to the Quw'utsun Tumuhw and/or Finance and Audit Committees for approval and/or recommendation to Chief & Council
- Site visits as required
- Other related duties

Provide Administrative Support to the Program

- Receive and respond to community complaints
- Receive and respond to business inquiries
- Prepare a variety of documents such as correspondence, reports, rental /leasing agreements, Band Council Resolutions, Committee/Council submissions/packages and invoices
- Coordinate and develop meeting details, agenda packages, record and transcribe meeting minutes for the Quw'utsun Tumuhw Committee
- Other related duties

EDUCATION AND EXPERIENCE: *(Please attach all required documents)*

- Diploma in a related field required; Bachelor`s Degree preferred
- 2 years' administration experience required

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry. Only shortlisted candidates will be contacted.



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- Certified First Nation Tax Administrator preferred
- Experience working in a First Nations community considered an asset
- Valid BC Driver's License and own transportation required
- Criminal Record Check required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. **All individuals must show Proof of Vaccination as a mandatory condition of their employment**

SKILLS, KNOWLEDGE, AND ABILITIES:

- Property tax and land management knowledge, including budget processes and contractual agreements
- Well-developed written, oral, organizational and interpersonal skills
- Ability to take initiative and prioritize workload
- Must possess strong judgement skills and time management skills with the ability to multitask
- Proficiency in Microsoft Office and other related computer applications and software
- Design, develop, implement and maintain a variety of database files
- Ability to work well independently and as part of a team
- Willingness to learn Cowichan Tribes land, culture, customs, traditions and the Hul'q'umi'num' language

This position has a competitive salary that will be contingent upon experience and qualifications. Cowichan Tribes offers an excellent benefit/pension plan available after successful completion of probationary period.

HOW TO APPLY: Interested applicants are invited to submit a resume cover letter and three references. Applications must be sent to Human Resources by email before the deadline, with the Reference Number in the subject line of your email.

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. on Thursday, March 9, 2023