



Tzeachten First Nation  
45855 Promontory Road  
Chilliwack, BC V2R 0H3



**EMPLOYMENT OPPORTUNITY**

**Lands & Taxation Clerk**

Tzeachten First Nation, located in Chilliwack, BC, requires the services of a **Lands & Taxation Clerk**. This is a full time permanent position Monday-Friday 8am-4pm (35 hours per week)

**Job Summary:** Under the direction of the Lands Manager, the Lands & Taxation is responsible for providing general office administration support services and to coordinate workshops, meetings and special projects for the Tzeachten Lands Department.

**Primary Responsibilities:**

- Data entry and research using the lands software program- First Nations Lands Registry System (FNLRS), Assists with land registrations and provides back up services to the Lands Officer.
- Assist with updating and maintaining the Tzeachten Lands Inventory Database.
- Assist the Tzeachten Lands Staff with general office duties such as photocopying, faxing, coordinate meetings/workshops/events as requested.
- Carry out the administrative functions of land registrations which includes processing, invoicing and returning registration documents to law offices.
- Maintains a comprehensive filing system of all active leases, permits and licenses.
- Provides tax search and parcel abstract requests to clients.
- Maintains the taxation database through the Tax Administration Software (TAS)
- Collects and handles cash, cheque and debit payments.
- Prepare and facilitating the property tax mail outs.
- Willing to take training courses/programs when required.
- All other duties as assigned.

**Qualifications, Knowledge and Experience:**

- Minimum Grade 12 and post-secondary experience in Administration is preferred or equivalent combination of education and experience.
- Working knowledge of Microsoft Office, Xyntax and Tax Administration Software (TAS)
- Demonstrates strong organizational skills, detail orientated and ability to multi-task in a dynamic working environment.
- Ability to be both a team player and work well independently with little or no supervision.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Ability to maintain strict confidentiality guidelines of all records, materials and communications concerning client, staff and Tzeachten First Nation.
- Must possess and maintain a valid BC Driver's License (Class 5)
- Must successfully pass a pre-employment RCMP criminal record check.

**Salary:** Commensurate with Experience

**APPLICATION DEADLINE: April 7, 2017**

Preference will be given to qualified Tzeachten First Nation Members and Aboriginal applicants. Please self-identify on your cover letter or resume. Interested candidates are required to submit a resume and cover letter in confidence to:

Tzeachten First Nation  
Attention: Deanna Honeyman, Lands Manager  
29-6014 Vedder Road, Chilliwack  
Email: Deanna@tzeachten.ca  
Fax: 604-846-4889

*We regret that we will only contact the applicants chosen for an interview. We thank all applicants for their interest in working for Tzeachten First Nation.*