



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

POSITION DESCRIPTION

Accounts Receivable Clerk

Full-Time Permanent

1. PURPOSE AND SCOPE

Under the supervision of the Deputy Treasurer, the Accounts Receivable Clerk is responsible for managing the accounts receivable invoices, billings, and reconciliation with a proactive approach to resolving billing issues and ensuring timely payments.

2. REPORTING RELATIONSHIP

Position reports to the Deputy Treasurer

3. HOURS OF WORK & LOCATION

Monday – Friday (8:30am -4:30pm)

Municipal Building (Balmertown, ON)

4. RATE OF PAY

\$28.39 (Hourly)

Unionized Position (United Steelworkers of America)

5. RESPONSIBILITIES

- Process accounts receivable, billings and related reports.
- Balance accounts receivable sub ledger to general ledger account monthly.
- Responsible for administering Lottering Licenses according to provincial and municipal policies.
- Maintain property tax roll ensuring all address/owner changes are kept up to date.
- Prepare tax roll for tax billings.
- Prepare tax billings.
- Performs tax adjustments when required.
- Balance property tax sub ledger to general ledger accounts monthly.
- Prepares tax certificates and reminder notices.
- Responds to tax inquiries.
- Performs all other duties related to tax billings.
- Maintain utility sub ledger to general ledger account monthly.
- Process utility billings.
- Respond to utility customer inquiries.
- Maintain utility accounts address/owner changes.
- Process utility adjustments when required.

- Aid the finance department as required.
- Comply with all safety procedures and standards in accordance with the Occupational Health and Safety Act.

6. WORKING RELATIONSHIP

- Regular communication with the other municipal departments
- General public

7. SKILLS & QUALIFICATIONS REQUIRED

- Post-Secondary in accounting or related field.
- Minimum of 2 years experience in accounts receivable or a similar financial role.
- Good communication and attention to detail skills
- Customer Service oriented
- Able to assess and prioritize tasks based on urgency and the ability to problem solve in a fast-paced environment.
- Experience with an accounting software would be an asset.
- Ability to work as a team as well as independently.

DEADLINE TO APPLY:

FRIDAY APRIL 26th at 4:30pm