



Position Recruitment Internal/External Accounts Receivable Utility Clerk

The Municipality of Southwest Middlesex is seeking an individual to fill a 12-month contract within our Finance Department as Accounts Receivable Utility Clerk. Reporting to the Treasurer, the Accounts Receivable Utility Clerk is responsible for:

- Accounts receivable functions, including:
 - Water/Sewer billing, adjustment, reconciliations, etc.
 - Preparation of water certificates
 - Responding to customer inquiries/complaints
 - Issuing arrears statements, following up on delinquent accounts, and assisting customers with payment arrangements
 - Reconcile subledger to general ledger monthly and identify action items
 - General invoicing, including dog tags
- Work with Drainage Superintendent to:
 - Prepare drain maintenance files
 - Gather required information and prepare spreadsheets generated by Engineer Reports to submit to OMAFRA for grant
 - Invoices customers, generate write-offs, and prepares tax collection listings for the Tax Clerk
- Work with the Public Works department to:
 - Schedule water meter changes, repairs service disconnections, etc
 - Issue and refund bulk water deposit/keys
- Provide support and backup to Treasury and other staff including:
 - Payment collection including issuing cash receipts
 - Assist with customer enquiries at the front counter addressing a wide range of topics

The ideal candidate will bring to the position:

- Post-secondary education in Accounting
- Previous financial experience in a municipal setting considered an asset
- Experience in data collection, entry, and reporting with attention to detail
- Superior computer skills with knowledge of hardware, software, networks, office technology
- Strong sense of confidentiality
- Organizational and time management skills
- Effective oral and written communication skills

See the full job description at www.southwestmiddlesex.ca or at the municipal office.

Salary range \$22.22-\$25.99 hourly for 40 hours per week. Submit a cover letter, resume and references marked "Confidential – Accounts Receivable Utilities Clerk" by regular mail or e-mail (Word or PDF format only) no later than noon on Wednesday, January 20, 2021 to:

Kristen McGill, Treasurer
Municipality of Southwest Middlesex
153 McKellar Street
Glencoe, ON N0L 1M0
treasurer@southwestmiddlesex.ca

We thank all applicants who apply. Only those selected for an interview will be contacted. Accessibility accommodations are available for all stages of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.