



Accounts Receivable/ Tax Administrator

**Department/Location:** Finance

**Type:** Full Time

**Union/Non-Union:** Non-Union

**Reports to:** Deputy Treasurer

**Job Summary:**

To support the Corporation of the Town of Petrolia's Administration and Finance Departments and to provide Customer Service to the general public.

**Job Responsibilities:**

1. Accounts Receivable – recording – billing – collection: Responsible for accounts receivable, recording, balancing, billing and collection of accounts for all departments as required. Responsible for booking, invoicing and collection of sport facility, park and hall rentals. Print and mail monthly statements. Complete month end account reconciliations. Apply interest and penalties to outstanding accounts.
2. Property Taxes – record change of ownership and mailing addresses and forward information to MPAC as required. Run tax certificates and collect fees from legal firms as requested. Update mortgage numbers and information as received and assist with notification of overdue accounts and mailing of tax notices. Prepare and update EFT (electronic funds transfer). Prepare and Process postdated cheque payments and mortgage company payments. Accept and process all payments for property taxes. Answer inquiries regarding property taxes. Update and maintain property roll files. Apply interest and penalty monthly to outstanding tax rolls.
3. Bank deposits – preparation – balancing cash: responsible for preparation of bank deposits as required as well as taking the deposit to the bank for Town Hall, Victoria Playhouse Petrolia and Greenwood Arena.
4. Responsible for preparation, delivery, and distribution of mail on a daily basis.
5. Assist the with answering phones and counter inquiries (Phone/Counter backup)
6. Tax Clerk – Finance Admin is responsible to provide information within the guidelines of the Municipal Code. Responsible for good public relations amongst staff and the public. Deal effectively with the public and assist in resolving concerns. Maintain confidentiality and when required the individual shall carry out other duties that relate to office administration in the Municipal Office as assigned.



## Accounts Receivable/ Tax Administrator

### **Job Requirements:**

- Diploma in Office Administration or related discipline
- 2+ years office administration experience, municipal setting an asset
- 3+ years of customer service experience
- Positive & proactive attitude
- Familiarity and experience with a Municipal/Public Service environment
- Knowledge of Keystone Software, iCompass, and TOMRMS an asset

### **Skills:**

- Capacity to work both independently and in a team environment
- Ability to adapt to the daily challenges associated with a busy work environment
- Excellent communication and customer service skills
- Strong computer skills
- Ability to work with minimal supervision and meet deadlines, excellent time management skills
- High level of accuracy required
- Ability to handle confidential information

### **Efforts:**

- Normal Workweek –37.5 hours
- Involves mental and visual concentration
- Sitting for large portion of working day
- Repetitive motions and tasks (i.e. Typing, answering phone, etc.)

### **Working Conditions:**

- Office environment
- Interactions with upset or angry customers/residents

Reviewed

September 2018  
July 2021

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Rick Charlebois, CAO

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Employee Signature: