



The Corporation of the Town of Petrolia  
is seeking a

**ACCOUNTS RECEIVABLE/TAX ADMINISTRATOR**  
**(Full Time, non union)**  
**13 month contract, maternity leave coverage**

The Town of Petrolia is nestled in the heart of Southwestern Ontario's Lambton County and framed by Lake Huron and the St. Clair River. The Town's commitment to the preservation of its history supports a quality of life that energizes its residents and inspires its visitors. Petrolia boasts excellent schools, a hospital and an outstanding community and wellness centre.

**Location: Victoria Hall Administration Office**  
**Employee Group: Non Union**  
**Status: Full Time – 37.5 hrs per week**  
**Wage Range: \$44,831.00 to \$54,544.00 annually**

**General Outline:**

As a compliment to the Financial Services & Administration Team, this position is responsible for accounting duties relating to property taxes and accounts receivable.

Including but not limited to:

- analytical and accounting duties as related to individual property tax accounts;
- reconciling property tax account changes;
- processing cash receipting;
- preparation of bank deposits;
- billing and reconciling Accounts Receivable;
- reception for public inquiry (in person and by phone);
- Processing of Heritage and Vacancy property tax rebates;
- Perform other duties as may be assigned;

**Skills and 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;

Full Job Description can be found at <http://town.petrolia.on.ca/town-hall/employment/>

Deadline for applications is no later than **12 noon on November 29, 2022**  
Resumes clearly marked Accounts Receivable/Tax Administrator to be directed to:  
Town of Petrolia - 411 Greenfield Street  
Petrolia, Ontario N0N 1R0  
[petrolia@petrolia.ca](mailto:petrolia@petrolia.ca)

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.