



The Corporation of the Town of Petrolia  
is currently accepting applications to join our team in the position of:

**ACCOUNTS PAYABLE/PROCUREMENT  
(Full Time, non union)**

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 both primary and secondary, CEE Hospital with Emergency Room, the Central Lambton Family Health Team and an outstanding community and wellness centre in our YMCA.

The Town of Petrolia presents competitive wage and vacation offerings, encourages paid professional development, participates in the OMERS Pension Plan, and offers an outstanding health benefit package including gym membership to the Petrolia YMCA.

**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 Team, this position is responsible for accounting duties relating to accounts payable and asset procurement responsibilities.

Including but not limited to:

- Responsible for the preparation, inputting and calculation of invoices for all departments.
- Responsible to ensure invoices received for payment are matched, coded and distributed to Directors for approval.
- Preparation of the cheque register, printing of required cheques, filing and mailing payment cheques.
- Ensure payments are made in a timely manner in accordance to vendor payment terms.
- Maintain vendor files
- Provide information to the Directors regarding the accounts as requested.
- Tracking and recording of all purchased fixed assets for reporting and audit purposes.
- Responsible for license renewals, ownerships and plates for all Town owned vehicles.
- General Customer Service Support
- Work effectively with the public and assist in resolving concerns.
- Maintain confidentiality
- When required carry out other duties that relate to office administration in the Municipal Office as 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;
- 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

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

Resumes to be submitted in confidence no later than **4:00 pm on Monday, February 6, 2023**  
*clearly marked Accounts Payable/Procurement* to be directed  
in person: Town of Petrolia | 411 Greenfield Street | Petrolia, Ontario from 8:30 am – 4:30 pm **OR**  
via email: [petrolia@petrolia.ca](mailto:petrolia@petrolia.ca)