



The Corporation of the Town of Petrolia
is seeking a

ACCOUNTS RECEIVABLE | TAX CLERK
(Permanent Full Time Employee)

Reporting to the Manager of Finance | Deputy Treasurer, the Accounts Receivable & Tax Clerk supports the Town of Petrolia's Finance Department and provides customer service to the general public.

Location	Administration
Employee Group	Non-Union
Status	Permanent, Full Time – 37.5 hrs/wk
Salary	\$47,658.00 - \$59,572.50
*This posting is for one (1) current vacancy.	

Key Responsibilities:

- Responsible for accounts receivable, recording, balancing, billing and collection of accounts for all departments, as required.
- Balance and record cash receipts for all departments.
- Prepare and deliver daily deposit.
- Record all electronic funds transfers (EFT) and telebanking payments daily.
- Reconcile and perform all pre-authorized withdrawals from the bank.
- Record monthly interest and penalties and mail our arrears statements for accounts receivable.
- Reconcile and prepare monthly bank reconciliation.
- Reconcile accounts receivable subledger to the general ledger monthly.
- Assist the Manager of Finance | Deputy Treasurer with similar and related duties, as required.
- Coordinate and maintain pre-authorized payments (PAP) with customers and calculate monthly withdrawals. Process annual letters updating monthly withdrawal amounts.
- Record monthly interest and penalties and mail out arrears statements for taxes receivable.
- Prepare, distribute and collect for all tax certificate requests.
- Communicate taxes owing to mortgage providers and record changes to mortgage accounts.
- Reconcile property tax receivable subledger to the general ledger monthly.
- Key contact for residents and general public at the counter (taking inquiries, receiving payments, providing information etc.)
- Responsible for answering the phone.
- Responsible for postage and delivery/pickup of the mail daily.

Skills and Requirements:

- Diploma in Office Administration or related discipline.
- 2+ years of office administration experience in a 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.
- 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 requested from Jess Smith at 411 Greenfield Street
Resumes to be submitted in confidence no later than **12:00 pm on Thursday January 9, 2025.**

Resumes clearly marked "Accounts Receivable / Tax Clerk" to be directed to:

Town of Petrolia - 411 Greenfield Street
Petrolia, Ontario N0N 1R0
or electronically to: jsmith@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.