

Accounts Payable/Receivable Coordinator

Position Type: Permanent, full-time (35 hrs/week, Monday to Friday, 8:30 am to 4:30 pm)

Location: Municipal Office, Port Elgin, Ontario

Salary: \$60,907 to \$69,212 (depending on qualifications and experience)

Who We Are:

The Town of Saugeen Shores (“the Town”) is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents, and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively, and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we value work-life balance and offer competitive compensation, flexibility in work and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

What we offer you:

- 10 paid personal days in addition to a generous number of vacation days annually
- Comprehensive extended health care and dental benefits
- Enrollment in the OMERS pension plan
- Flexible work arrangements
- Access to an Employee and Family Assistance Program
- A passion for investing in our workforce through continuous learning and development

About the Role:

We are searching for a customer oriented and dedicated individual to join our team. As the **Accounts Payable/Receivable Coordinator**, reporting to the Chief Financial Officer/Treasurer, you will facilitate and coordinate the accounts payable and receivable processes. You are responsible for maintaining the property tax database, administering the billing database, and all accounts receivable invoicing and collections for the corporation, including water/wastewater utility billing. You will be an integral member of the Finance team and provide back up support to front reception customer inquiries and finance services as required.

Key Responsibilities:

- Respond to all tax inquiries received by phone and email.
- Maintain property information database, i.e., processing ownership changes and sales, updating mailing addresses.
- Handle general accounts payable inquiries including reconciling statement of accounts and ensure that all payments are made in a timely manner.

- Review, enter, and circulate invoices for departmental approval.
- Process water/wastewater utility billing; calculate charges, email, print and mail utility bills.
- Monitor and follow-up on outstanding balances on utility accounts.
- Respond to general inquiries, collections issues, and consumer complaints pertaining to utilities and other receivables.
- Issue and complete work orders for new customer connections and disconnections, meter issues, and customer service needs.
- Complete accounts receivable invoicing and collection for the municipality.
- Prepare various account reconciliations and related journal entries monthly.
- Prepare audit documentation related to the role and maintain physical and electronic filing as required.
- Provide accounting support and services related to the Finance division.
- Provide general customer service support for the Town office front reception.

Competencies and skills you bring to the role:

- **Adaptability:** You can adapt efficiently and effectively in response to new processes and changing circumstances.
- **Attention to Detail:** You have strong attention to detail by exhibiting thoroughness and accuracy in accomplishing a task.
- **Communication:** You have proven ability to communicate successfully and confidently both verbally and in writing.
- **Confidentiality:** You respect and maintain confidentiality and exhibit professionalism in all interactions.
- **Customer Service:** You create a positive experience when interacting with customers through communication, patience, empathy, and technical knowledge.
- **Judgement:** You have the ability and mental tools that enable you to make effective decisions in critical situations or dilemmas.
- **Organizational Skills:** You are highly organized, and you can process detailed information effectively and consistently.
- **Teamwork:** You can work with others toward a shared goal. You encourage and support your colleagues by offering for help and asking for help when needed.
- **Time Management:** You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.

Education and Training:

- Post-secondary diploma in accounting, business, or office administration.
- Completion of the Ontario Municipal Tax and Revenue Association (OMTRA) Municipal Tax Administration Program (3 units) or the ability to obtain.
- Completion of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Accounting and Finance (2 units) is an asset.

Experience and Knowledge:

- A minimum of two (2) years' work experience in a finance or accounts payable/receivable office environment.
- Work experience in municipal finance and/or municipal tax environment is considered an asset.
- Familiarity with basic finance functions, including basic billing, collections, and payables standards and procedures.
- Requires an understanding of accounting principles and municipal government functions.
- Requires good knowledge of applicable legislation, standard practices, and guidelines, including the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*, Canadian Press Style guidelines, and *Accessibility for Ontarians with Disabilities Act, S.O. 2005*, and requirements and guidelines for creating compliant communications, etc.
- Requires an understanding of the business of municipal government, including the municipal relationship with upper tier municipalities, the province, and the federal government.
- Proficiency with Microsoft Office products, specifically Outlook, Word, and Excel.

Application Process:

If you're interested in joining our team, click the "Apply Now" link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply Now!](#)

Application deadline: Wednesday, October 11, 2023, at 4:30 pm EST

The Town of Saugeen Shores 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), 2005*. The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.