



Opportunity Notice Accounts Clerk

Posting Date:	August 30, 2022
Job Type:	Full-time, Fixed-term (12 months with possible extension)
Work Location:	Town Hall
Hours:	35 hours a week, Monday- Friday
Salary:	\$53,072-\$62,438 -Grade 6 (Salary Under Review)

Reporting to the Manager of Finance, the Accounts Clerk provides clerical support in the financial management of the Municipality by providing day-to-day administration of the water billing system, bank reconciliation, and other general accounting duties as assigned.

The primary responsibilities (see Job Description for complete listing):

- Process water/wastewater billing, from meter reading uploads to receipt of payments.
- Maintain accurate ownership and tenant records.
- Prepare requested reports or reconciliations related to water billing.
- Solve discrepancies as they arise and resolving outstanding water billing issues.
- Prepare and reconcile bank statements.
- Backup relief for Cashier/Receptionist; answer all incoming calls on main lines, responding to public inquiries, processing payments received, balancing cash and creating daily bank deposit.
- Deal with and maintain a high standard of relations with the public, staff, Elected Officials and supervisory staff.
- Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial legislation and Municipal by-laws. Performs the responsibilities of the position consistent with the operational policies of the Town of Arnprior.
- Carry out and/or assist in the general office duties of the Finance Branch.
- Liaise with Public Works staff, and other departments as required.
- Assist the Manager of Finance as required and perform other related duties as assigned.

Required Qualifications:

- Two-year post-secondary school business diploma or related field.
- Minimum two years of general accounting experience.
- Must possess knowledge of accounting procedures and practice, as well as their application to a system of general accounts, budget accounts and cost accounts.
- Demonstrate a thorough knowledge of water billing procedures, and the general ledger.
- An understanding of relevant legislation including the *Ontario Municipal Act*, and appropriate by-laws, policies and procedures.
- Working knowledge for providing customer services, being able to assess needs, and being able to handle complaints/difficult situations to meet effect service delivery standard.

- Capable to maintain confidentiality and maintain a professional demeanour at all times when handling public enquiries and complaints.
- Demonstrate the ability to work effectively with both internal and external customers to ensure proper workflow and productivity is maintained.
- Able to work independently or in a team environment.
- Exceptional communication skills (both written and verbal)
- Highly organized with a demonstrated ability to prioritize, set schedules, handle multiple projects and competing demands, and meet deadlines.
- Proficient computer skills able to use various accounting software applications including word processing, spreadsheets, and database applications.
- Able to follow directives and work within internal operating procedures, policies, guidelines, and adhere to applicable legislation and regulations.
- Strong analytical and problem solving skills.

Asset Qualifications

- Work experience with Municipal government.
- Education in Municipal government (AMCTO).

Interested candidates are invited to submit a Cover Letter and Resume by **3:00 PM (local time) on September 12, 2022**, to the Human Resources Officer by:

Mail: Town of Arnprior
105 Elgin St. W.
Arnprior, Ontario
K7S 0A8

E-mail: hr@arnprior.ca

If you require a disability-related accommodation to participate in the recruitment process, please email Human Resources at hr@arnprior.ca Only the candidates selected for an interview will be contacted.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. The Town is committed to maintaining an equitable workenvironment and welcomes submissions from all qualified applicants.