



The Municipality of Trent Hills
Invites Applications for the Position of
Revenue Clerk

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

Reporting to the Director of Finance/Treasurer and Finance Manager/Deputy Treasurer, the Revenue Clerk provides exceptional customer service in a fast pace environment to the public through processing payments such as water and sewer, municipal taxes, permits, bulk water, waste tags, facility rentals, etc.

Preference will be given to candidates who possess post-secondary education in Business Administration or business related field and have two years related accounting experience, preferably in a municipal setting. Additional education obtained through courses such as the Municipal Tax Administration Program (MTAP) and Municipal Administration Program (MAP) is an asset. The candidate must have knowledge of municipal policies, practices and procedures and Federal, Provincial and Municipal legislation related to accounts receivable and property tax and utilities (water and sewer).

Strong working knowledge of computer programs such as MS Word, Excel and Outlook is required. Knowledge of Microsoft Dynamics GP, Diamond Software and WorkTech is considered an asset. The candidate must have strong interpersonal skills to deal politely and effectively with elected officials, staff members, external agencies and the general public.

The starting pay rate for this vacant unionized position is \$25.99 per hour together with a competitive and attractive benefit package and enrollment in the OMERS pension plan. As a unionized position, the candidate is eligible for pay rate increases after successfully passing the probation period. The regular workweek for this position is 35 hours per week.

Resumes will be received until **2:00 p.m. on Wednesday, February 12, 2025**. Please send resumes marked "Revenue Clerk – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



Come for a visit. Stay for a lifestyle.

Position: Revenue Clerk
Department: Finance
Reports to: Director of Finance/Treasurer and Finance Manager/Deputy Treasurer
Union Affiliate

Position Summary:

Reporting to the Director of Finance/Treasurer and Finance Manager/Deputy Treasurer, the Revenue Clerk provides exceptional customer service in a fast pace environment to the public through processing payments such as water and sewer, municipal taxes, permits, bulk water, waste tags, facility rentals, etc.

Duties and Key Responsibilities:

- Responsible for assisting the public in person, by telephone, mail and email;
- Responsible for processing payments received in person, by mail and electronically on a daily basis;
- Responsible for closing and balancing cash and electronic batches on a daily basis or when required;
- Responsible for preparation of bank deposits on a daily basis;
- Responsible for reconciliation of waste tags on a monthly basis;
- Responsible for processing returned items;
- Responsible for preparing invoices on behalf of various departments;
- Responsible for balancing accounts receivable on a monthly basis;
- Responsible for the issuance of statements on past due accounts receivable and the required follow up;
- Responsible for Bulk Water customer accounts, key deposits and prepayment management;
- Responsible for reconciliation of recreation revenue and booking software (Perfect Mind) with the finance software (GP) and all deposits;
- Responsible for processing preauthorized payment programs EFT files for property tax and water and sewer;
- Responsible for maintaining fuel records for allocation by department and rebates as required;
- Assist with maintenance of petty cash fund for various office expenses;
- Assist with the preparation of the water and sewer billing;
- Assist with the preparation of the tax billing;
- Responsible for processing mortgage payments within property tax;
- Assist with arrears and disconnection notices for water and sewer accounts;
- Assist with arrears notices for property tax accounts;

- Responsible to maintain files in accordance with corporate records management system and records retention by-law;
- Prepare letters, documents and reports as required;
- File all departmental correspondence, memos, invoices etc. as required;
- Assist Director of Finance/Treasurer and Finance Manager/Deputy Treasurer to balance General Ledger accounts as required;
- Responsible for duties as assigned to the Accounts Clerk in their absence;
- Provide clerical support and perform other duties as assigned; and
- Assist Director of Finance/Treasurer and Finance Manager/Deputy Treasurer and auditor as assigned.

Position Qualifications:

- Post-secondary education in Business Administration or business related field;
- Two years related accounting experience, preferably in a municipal setting;
- Additional education obtained through courses is an asset (Municipal Tax Administration Program (MTAP), Municipal Administration Program (MAP) etc.); and
- Knowledge of municipal policies, practices, procedures and Federal/Provincial/Municipal legislation related to accounts receivable, property tax and utilities (water & sewer).

Key Performance Competencies:

- Strong organizational skills to prioritize workload and perform tasks without direct supervision;
- Requires keen attention to detail to ensure a high level of accuracy;
- Ability to meet frequent deadlines with conflicting priorities;
- Demonstrated ability to exercise good judgment while performing duties and key responsibilities;
- Ability to perform and check calculations required in the production of reports and statistics;
- Requires manual dexterity to operate computer and other office equipment such as calculator and folding machine etc. as required;
- Strong working knowledge of computer programs such as MS Word, Excel, email;
- Knowledge of Microsoft Dynamics GP, Diamond Software and WorkTech considered an asset;
- Demonstrate strong interpersonal skills to deal politely and effectively with elected officials, staff members, external agencies and general public;
- Excellent verbal and written communication skills;
- Ability to handle conflict including excellent problem solving abilities; and
- Valid and satisfactory Criminal Record Check.

Working Conditions:

- Work is performed in an office environment;
- Work with frequent interruptions both in person and by telephone; and
- Medium noise level (printer, conversations, copiers, etc.).

Acknowledgement

Employee Signature: _____

Date: _____