

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following existing vacancy:

Accounts Receivable Clerk

Temporary, full-time position (approx. 1-year contract)

In this existing position, you will prepare and enter A/R invoices for all departments, reconcile accounts, correspond with customers, and prepare, deposit, and record cash/cheque payments. Must be able to handle multiple priorities and collaborate with various departments. You will follow established processes and controls, have a high attention to detail, and have excellent communication skills with a focus on customer service for both internal and external customers.

Qualifications & skills:

- You have a college diploma or university degree in Accounting, Finance, or Business Administration or an equivalent combination of education and experience.
- 2 + years' experience with Accounts Receivable in a high-volume environment.
- Demonstrated understanding of accounting principles, finance procedures, and internal controls.
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records.
- You are proficient in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint) and have working knowledge of Great Plains.
- Able to build and maintain lasting relationships with other departments, key business partners, and government agencies.
- Strong work ethic and a positive team attitude.
- Ability to work well independently and as part of a team.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Sound analytical, organizational, time management and prioritization skills.
- Able to work under pressure with speed and accuracy.
- Demonstrated understanding of TOMRMS, general knowledge of County programs/services, MFIPPA, and the Municipal Act.

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc or .docx) or Adobe (.pdf)).

Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, December 11, 2020** to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberlandcounty.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberlandcounty.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.