

JOB DESCRIPTION



| | | | |
|----------------------|---------------------------|-----------------------|----------------|
| Job Title | Accounts Receivable Clerk | | |
| Reports To | Manager of Finance | Job Grade | 5 |
| Department | Corporate Services | Hours per Week | 35 |
| Location | Town Hall | Effective | April 16, 2026 |
| EBG Employee: | Yes | Status | Full Time |

Job Summary

The Accounts Receivable Clerk, under the direction of the Manager of Finance, will primarily be responsible for invoicing and collecting various types of accounts receivable due to the Corporation, as well as controlling all deposits received and maintaining the financial system. This position serves as a backup for several functions, including Accounts Payable and Customer Experience.

Job Requirements

- College Diploma in Accounting, Business, Public Administration or related field.
- Minimum of one year of experience in a similar position or related discipline.
- Experience in accounting and customer experience.
- Understanding of basic accounting principles.
- Municipal experience is an asset.
- Must have strong organizational and time management skills.
- Must be able to work towards achieving key deadlines with excellent organizational skills and attention to detail.
- Problem solving and Good analytical ability.
- Excellent verbal and written communication skills with strong customer service.
- Proficient in Microsoft Office Suite or related software programs.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with customers.

Job Duties

- Receive and process invoice requests from all departments; prepare and issue invoices, monthly statements, and collection letters; liaise with collection agencies as needed.
- Enter and reconcile payments and cash receipts; monitor accounts for overdue or outstanding balances.
- Maintain accurate AR records in the financial system and organize supporting documentation in Laserfiche.

JOB DESCRIPTION



- Respond to payment inquiries and process transactions at the front counter and by phone.
- Assist in administering daily tax certificate processes, including preparing and issuing information to lawyers.
- Manage, prepare, and issue parking permits for staff and external users.
- Administer and process dog and kennel license programs.
- Coordinate, set up, and support debit machine operations across the organization, including training staff and liaising with service providers.
- Oversee AR functions related to bulk water accounts, including account setup/closure, deposit management, usage tracking, and invoicing.
- Administer the Municipal Accommodation Tax (MAT) program, including tracking payments, issuing invoices, responding to inquiries, and assisting with ensuring compliance through proactive follow-up.
- Track and update annual leases and agreements by reviewing terms, performing indexing calculations, and coordinating necessary updates.
- Support Fort George parking lot operations, including preparing floats and supplies, liaising with bus companies, reconciling funds bi-weekly, invoicing, and data management.
- Reconcile and remit quarterly payments for transit services; assist in process improvements and explore transit data uploads.
- Provide support for year-end activities, account reconciliations, and monthly bank reconciliations as needed.
- Research and recommend improvements to systems, processes, and office equipment.
- Maintain and organize physical storage areas in compliance with retention by-laws.
- Ensure the highest standards of confidentiality and integrity at all times.
- Adhere to, support and promote adherence to all Town policies and procedures, regulations, and other related guidelines.
- Optimize and use initiative on an ongoing basis to execute efficient work practices.
- Ensure practices are compliant with all Federal and Provincial laws.
- At all times, work in a safe manner, promoting health and safety and compliance with the *Occupational Health & Safety Act*.
- Attend regular team meetings and support team building, working closely with others in the division and all other Town departments.
- Review new policies and procedures, making recommendations.
- Perform other duties as assigned by the Manager of Finance and/or the Director of Corporate Services/Treasurer.



Competencies

- Attention to Detail - Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- Adaptability - Adapts and responds to changing conditions, priorities, technologies, and requirements.
- Customer Focus - Provides superior service to internal and external customers.
- Communication - Expresses and transmits information with consistency and clarity.

JOB DESCRIPTION



- Problem Solving - Able to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships in order to find solutions. Use logical and analytical methods to arrive at a realistic solution.
- Professionalism - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.
- Time Management - Balances a myriad of tasks; prioritizes duties as needed.

| | | | |
|--|---|-----------------------|----------------|
| Reviewed By: Name and Title | Kyle Freeborn, Corporate Services Director/Treasurer | | |
| Signature: |  | Date Reviewed: | April 16, 2026 |
| Approved By: Name and Title | Nick Ruller, Chief Administrative Officer | | |
| Signature: |  | Date Approved: | April 16, 2026 |
| <p>The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and when applicable, in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.</p> | | | |