



Accounts Receivable Clerk

The Township of South Glengarry is currently seeking an Accounts Receivable Clerk for a full-time unionized position. Reporting directly to the General Manager of Finance, Treasurer, the Accounts Receivable Clerk will be responsible for the collection and process of municipal revenues. The ideal candidate must have a highly positive and professional demeanor and be a self-starter, problem solving and service-oriented individual with strong attention to detail.

Skills and Qualifications

- Completion of Grade 12 education plus a one-year College Certificate or Diploma in a related field including office administration, accounting and other municipal oriented education or equivalent experience.
- Minimum 2-3 years of relevant experience in clerical, administrative and accounting practices in a public sector environment.
- Possess strong computer skills and proficiency in Microsoft Word, Excel, and Outlook and working knowledge of computerized accounting software and internet applications.
- Knowledge and demonstrated experience in Vadim would be considered a significant asset.
- Demonstrated organizational ability and exceptional customer service skills.
- Excellent oral and written communication skills including superior interpersonal skills.

Qualified and interested candidates should submit their cover letter and resume via email to: Cyndi DeVries Human Resources Advisor cdevries@southglengarry.com no later than **May 7, 2021 4:00pm**. - Please indicate **A/R Clerk** in the subject line.

A full job description can be found on the Township's website at www.southglengarry.com.

In accordance with the "Municipal Freedom of Information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001, as amended, and will be used for the purpose of candidate selection.

Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance to the Human Resources Advisor, or designate.

We thank all applicants and advise that only applicants selected for an interview will be contacted.