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**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting **Temporary Unionized** opportunity in the **Financial Services Department** for an experienced and motivated individual*

**Accounts Receivable Collections Representative  
(Contract – Up to 6 Months)  
(JOB # K0818-1175)**

Vaughan is a city on the move. With a downtown core rising from the ground, a state-of-the-art hospital under construction and a bustling subway, these exciting projects are transforming the community. Be part of something amazing and build your career at the City of Vaughan. As one of the fastest growing municipalities in Canada, we are committed to providing a thriving work environment, excellent benefits, learning and growth opportunities and a place where collaboration and teamwork is fostered. Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Responsible for collection of miscellaneous accounts receivables, including preparing monthly aging analysis reports. Liaises with customers, City departments, outside agencies and collection agencies to expedite payment and resolve billing or collection issues. Maintains and reconciles the accounts receivable sub-ledger account to the general ledger including necessary journal vouchers.

*Qualifications and experience:*

- Completion of a three (3) year College Diploma in Accounting/Finance, or suitable equivalent.
- Minimum of three (3) years related experience in an accounts receivable billing and collections function.
- Proficient with utilizing Microsoft Office Suite, i.e. Word and Excel.
- Must have ability to effectively organize and establish priorities, be highly motivated, work independently with minimal supervision and a team player.
- Must have excellent customer service, written/verbal communication, negotiation and problem solving skills and ability to deal effectively and courteously with the public and staff.
- Knowledge of, and demonstrated ability in, the city's core competencies and relevant functional competencies.
- Ability to work outside normal business hours as required and in accordance with the Collective Agreement.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [click here](#) to apply online by **Tuesday, October 23, 2018**.

Please note that only candidates selected for interviews will be contacted.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*