



### **Temporary Accounts Receivable Clerk (12-month contract)**

Reporting to the Revenue Services Manager, this position is responsible for compiling, preparing and verifying accounts receivable for timely and accurate input to the general ledger and to ensure timely and accurate invoicing of all accounts receivable. The position is also responsible for providing the Corporate Services with continuous monitoring of outstanding accounts receivables. This position is also the back up to the Finance Clerk and Payroll Clerk.

The hourly wage range for this full-time, unionized position is \$31.79- \$33.44.

Qualified applicants are encouraged to submit a current resume clearly marked **“Temporary Accounts Receivable Clerk”** via email to [recruitment@welland.ca](mailto:recruitment@welland.ca)

**Posting closes at 4:00pm on Tuesday, September 13<sup>th</sup>, 2022.**

A detailed job description can be obtained by visiting our website at [www.welland.ca](http://www.welland.ca)

The City of Welland is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The City of Welland is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. No phone calls please.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.