

Woolwich Township Job Posting



Date: March 25, 2024
Position: Revenue Clerk
Department: Financial Services
Wage Rate/Grade: \$51,866.00 - \$64,833.00 (Level 1)
Hours of Work: 35 hours per week

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a small-town lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Finance Services is seeking one (1) full time Revenue Clerk.

Purpose of Position and Profile:

Reporting to the Manager of Revenue & Tax Collector, the Revenue Clerk is responsible for assisting with billing and collection of Water & Wastewater, providing customer service, receive and process cash receipts and assist Payroll. In addition, this position will also be responsible to provide main reception support.

Responsibilities:

- Water billing and collection including entry of readings, billing, and collection notices, preparing, and submitting PAP plans, and responding to customer concerns
- Prepare Water & Sewer reconciliation to General Ledger, penalty and interest to past due accounts, records management
- Assist with water rate and policy reviews
- Coordinate the transferring of overdue water accounts to property tax accounts.
- Facilitate final meter readings
- Assists with payroll and provides backup as required
- Set up new accounts
- Prepares Tax and Utility Certificates
- Receives and processes tax, water, and miscellaneous payments.
- Assists with telephone and counter reception
- Other duties as assigned

Qualifications, Knowledge, Skills and Work Requirements:

- A Post secondary certificate in Finance and/or Office Administration
- Minimum 2 years' experience in a billing and office environment
- Experience with MS Office (Intermediate Level) and other computer programs common to accounting departments such as billing software
- Experience in cash handling and payment processing
- Customer service experience, specifically dealing with taxation and utilities
- Understanding of payroll process and time reporting
- Ability to display a high degree of accuracy of work in a fast-paced environment.

Working Conditions:

- Generally works in an office environment at a computer work station
- May involve travelling to other Municipal buildings or off-site locations, external meetings, and training
- Normal hours of work are thirty-five (35) hours per week
- Work is subject to interruptions, often addressing immediate concerns or issues by phone, email, or in-person, both internal and external

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Monday, April 8, 2024. Please quote job posting 2024-22.**

All applicants are thanked for their interest in this position however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.