



# Job Posting

## Accounts Receivables Clerk

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**Closing date:** July 3<sup>rd</sup>, 2024

**Salary:** The hourly wage range for this full-time, unionized position is \$33.08 – \$34.79 (2024 rates)

**How to apply:** Submit a current application which includes a current cover letter and resume.

**About the City of Welland...** At the City of Welland, we're continuously rewriting our story. Not because we don't know where we're going, but because we are constantly reaching for new heights, engaging in new approaches, and pursuing what many believe to be unattainable or too ambitious. At the City of Welland, we're not satisfied with the status quo. And we're certainly not satisfied with doing things simply because that's how they were done in the past.

We expect our population to increase to over 80,000 in the next 20 years, and serving a diverse, growing community requires strategic thinkers, norm breakers, and passionate civil servants. In Niagara, Welland's growth leads every other municipality, and the City is becoming the region's heartbeat. So, we invite you to author your chapter and contribute to the overall body of work the City of Welland is creating. At the City of Welland, your ideas are nurtured, your input is invited, a healthy work-life balance is available, and most importantly, your voice will make a difference. So, if that sounds like something you want to be a part of, we want to hear from you. We're ready when you are.

**About the position...** 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.

You can view a detailed job description by visiting our website at <https://myavanti.ca/WorkAtWelland/>

The City of Welland is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. In addition, 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 are held in strict confidence. We thank all applicants for their interest; however, we will only contact those selected for an interview. No phone calls, please.

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