

JOB POSTING

ABOUT THE MUNICIPALITY OF CENTRAL ELGIN

The Municipality of Central Elgin is a progressive, growing urban and rural municipality located on the north shore of Lake Erie in the heart of southwestern Ontario adjacent to London and St.Thomas. The Municipality is home to about 15,000 people. A prosperous municipality that blends the diversity of a rural agricultural community with an extensive urban environment that is rich in history and tourism, the Municipality of Central Elgin prides itself on being progressive in the way everyday business is carried out.

Accounts Payable / Accounts Receivable Analyst

POSITION OVERVIEW:

- The Accounts Payable/Receivable Analyst handles invoice processing, payments, revenue collection, and financial reconciliation for municipal departments and Non-Profit Housing, ensuring accuracy, compliance, and cost-saving opportunities.

KEY RESPONSIBILITIES:

Accounts Payable Duties:

- Processes and reviews all accounts payable invoices using an automated paperless system, ensuring accurate entry, GL account allocation, and tax code selection.
- Manages weekly cheque and EFT payment production, verifying accuracy before vendor release and preparing bank files.
- Resolves supplier, customer, and departmental inquiries, troubleshooting transactional issues as needed.
- Reviews vendor statements, follows up on overdue invoices, and maintains the vendor list.
- Performs month-end and year-end close procedures, prepares financial audit working papers, and balances GL accounts.
- Administers petty cash and processes corporate Mastercard statements and payments.
- Manages financial software, ensuring compliance and implementing enhancements in collaboration with software providers.
- Handles Non-Profit Housing invoice approvals, GL input, and month-end close procedures.
- Collaborates with Procurement to analyze expenses and identify cost-saving opportunities.

Accounts Receivable Duties:

- Prepares and issues all municipal invoices.
- Ensures timely payment collection, account reconciliation, and issuance of past-due notices when necessary.
- Responds to account inquiries, coordinating with staff and customers to resolve issues.
- Collaborates with departments to address transactional or process concerns.
- Manages financial software, ensuring compliance and recommending improvements in partnership with software providers.
- Processes monthly Non-Profit Housing rent, updates tenant records, handles bank payments, and completes month-end procedures.

Other Services

- Administers payroll as required, ensuring accurate and timely processing.
- Comply with all municipal policies and procedures including health and safety, human

- resources, by-laws, etc.
- Perform other duties as required

QUALIFICATIONS AND REQUIREMENTS:

- Post-secondary degree or diploma in Business Administration, Accounting, Finance, or a related field.
- Strong understanding of accounting principles and municipal collection policies.
- At least 3 years of relevant professional experience.
- Keeps up to date with legislative and regulatory changes, new administrative techniques, and industry developments through ongoing professional growth (e.g., continuing education, conferences, workshops, seminars).
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook.
- Knowledge in municipal financial software and programs is an asset (Vadim iCity, WorkTech)
- Payroll experience is an asset.
- Works effectively both independently and as part of a team.
- Strong oral, written, and interpersonal skills, with the ability to present information, manage relationships at all levels, and create business reports.

JOB SPECIFICATIONS

Location: 450 Sunset Drive, St. Thomas, Ontario, Canada
Job Type Full-time
Rate of Pay: \$30.90 - \$36.79 (Band 5)
Hours of Work: Monday to Friday – 8:30 am to 4:30 pm (35 hours a week)

HOW TO APPLY

Please apply for this opportunity directly through our website:

<https://municipalityofcentralelgin.applytojob.com/apply>

Applications must be received no later than Monday, May 19, 2025 at 11:59 p.m.

The successful candidate will be required to complete a Criminal Record Check as a condition of employment and prior to commencing employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ACCOMMODATIONS

The Municipality of Central Elgin is an equal opportunity employer. The Municipality of Central Elgin will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested.

ADDITIONAL INFORMATION

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment. Questions respecting the collection of information should be directed to the CAO/Clerk of The Corporation of the Municipality of Central Elgin.

