

# Woolwich Township Job Posting



**Date:** June 19, 2025  
**Position:** Revenue Clerk  
**Positions Available:** One (1) Temporary Full Time

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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 rural 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.

Due to a leave of absence, Financial Services is seeking one (1) temporary full time Revenue Clerk for up to eighteen (18) months.

## **Purpose of Position and Profile:**

This position will be responsible for all aspects of Water & Sewer Billing and collection, assisting with receiving and processing of cash receipts, and providing telephone and counter reception assistance as required.

## **Responsibilities:**

- Water billing and collection including entry of readings, billing, reminder 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
- Coordinates final meter readings
- Coordinates, in conjunction with the Manager of Revenue, overdue account transfers
- Assigns cycles and routing to new plans of subdivision, and sets up new accounts
- Receives and processes tax, water, and miscellaneous payments
- Assists with telephone and counter reception as required
- Other duties as assigned

## **Qualifications, Knowledge, Skills and Work Requirements:**

- Post-secondary education in business
- A minimum of 2 years of experience in a municipal environment, preferred
- General computer literacy and competency with MS Office 365 applications, MS Windows environment, accounting software, and payroll software preferred
- Knowledge of USTI Municipal Software, an asset
- Previous experience with handling cash and receivable collections
- Exhibits strong written and oral communication, customer service, interpersonal, organizational, and conflict-resolution skills
- Proven ability to multi-task, work with tight timelines, exercise discretion and tact, and exhibit attention to detail
- Ability to maintain absolute confidentiality and security in correspondence and documentation

This position offers an annual salary range of \$53,422 to \$66,778.

Regular hours of work will be 35 hours per week in an office environment, generally at a computer workstation. 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](mailto:hr@woolwich.ca) prior to **4:00 pm on July 3, 2025. Please quote job posting 2025-38.**

All applicants are thanked for their interest in these positions 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.