



Senior Revenue Clerk Township of Oro-Medonte

About the Role

The Township is seeking applicants to fill the full-time contract (18-month) position of Senior Revenue Clerk. Reporting to the Supervisor, Taxation and Revenue, the Senior Revenue Clerk is responsible for the daily balancing of cash and preparation of bank deposits using a high degree of accuracy as well as assisting with the daily processing and collection of receipts. This role will also assist with Accounts Receivable invoicing customers, recording payments received, and issuing receipts to both customers and internal departments.

What You Bring

The ideal candidate must have a College Diploma in Accounting or related discipline with a minimum of 2 years related experience, preferably in a municipal environment. The candidate must have experience with the municipal property taxation process (SCIF's, interim & final billing, supplementary billing, pre-authorized payments, tax adjustments, tax arrears, tax registration process, tax certificates, mortgage files, collections), relative computer software programs and bookkeeping applications. This role also requires experience in dealing with cash, debit / credit card processing, petty cash, daily cash receipt balancing, preparing bank deposits and processing EDI bank lines. A valid Ontario Class "G" Driver's License and a satisfactory Driver's Abstract and Criminal Record Check are also required for this role.

What We Offer

This bargaining unit position offers a salary commensurate with experience and education (2025 wage schedule range of \$26.47-31.80 per hour). The Township of Oro-Medonte, values work-life balance and employee development. You will enjoy a variety of benefits including, an extensive benefit/wellness program including contributions to the OMERS pension, social opportunities through our People Team and professional development training for career growth. The Township of Oro-Medonte is an equal opportunity employer, and we are dedicated to creating a workplace culture of equity, inclusion and respect.

Application Deadline

If you are interested in joining our team of dedicated municipal professionals, we encourage you to submit an application through our Township's website via the link below by 4:30 p.m. on **August 12, 2025**. We thank all applicants who apply, however only those selected for an interview will be contacted.

[Apply Now](#)

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte's People and Culture Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the People and Culture Department.