



**Water Billing Clerk**  
**Contract Position (12-18 months)**  
RECRUITMENT 2025-CORP-34

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 10,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for a contract position (12-18 months) of Water Billing Clerk. Reporting to the Deputy Treasurer, the Water Billing Clerk is responsible for the maintenance of the utility billing (water and wastewater) accounts, which includes all billing and adjustments as required. The Water Billing Clerk is the primary contact person for water and wastewater account inquiries. This position is also required to assist in other areas of the Finance division.

**Key Duties and Responsibilities:**

- Prepare and mail regular water billings and notices.
- Calculate and record annual water increases in the municipal system according to the Water and Wastewater Bylaw.
- Maintain and process pre-authorized payment plans and electronic payments.
- Keep water accounts current, including updates to owner and tenant status, billing adjustments and delinquent accounts.
- Apply penalty, prepare and send out arrear collection notices.
- Perform data capture of all metered accounts and schedule meter reading function including the uploading of residential, commercial, seasonal accounts.
- Respond to public inquiries as it relates to water billing.
- Balance Water Accounts.
- Backup to the Tax Collector.

**Skills and Qualifications:**

- Post secondary diploma/degree in accounting or related discipline.
- Minimum two (2) years' experience in financial environment; preferably utility billing
- Equivalencies in job experience may be taken into consideration.

**Position Type:** Contract (12-18 months)  
**Hours of Work:** 35 hours per week (Monday to Friday, 8:30 a.m. to 4:30 p.m.)  
**Location:** Town Hall, 77 Beckwith St. North, Smiths Falls, ON

**What we Offer:**

**Wages:** Hourly Rate Band F ( \$30.46)  
**Benefits:** Voluntary Enrolment into the OMERS Pension Plan.

**How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-CORP-34 by **Wednesday August 20, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at [careers@smithsfalls.ca](mailto:careers@smithsfalls.ca)

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.*