

ACCOUNTS RECEIVABLE ADMINISTRATOR - 4 MONTH TERM

Position ID: J0825-0069

Job Type: Term Full Time

Department: Accounting Services

Number Of Positions: 1

Min Salary: \$32.68/Hour

Max Salary: \$40.85/Hour

Closing Date: August 15, 2025

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

As part of the Accounting Services team, the Accounts Receivable Administrator is responsible for processing and monitoring incoming payments and securing revenue by collecting outstanding accounts and resolving discrepancies. In addition, this position generates financial reports, detailing the accounts receivable status and provides support to the accounting team by processing daily revenue import journal entries.

Responsibilities include:

- Responsible for the completion of full cycle accounts receivable for the City including monthly balancing, processing accounts and incoming payments in compliance with financial policies
- Responsible for performing day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables' data
- Preparing invoices, statements, and collection letters to customers and summarizing receivables by maintaining invoice accounts. Including verifying discrepancies and resolving client billing issues
- Reconciling general ledger to ensure accounts receivable postings are correct
- Resolving valid or authorized credit/debit notes by entering adjusting entries and resolving collections by examining customer payment plans, payment history and On Account privileges
- Reviewing and verifying invoice requests and auditing for policy compliance
- Coordinating with external collection departments and transfer to taxation account including verifying totals and preparing related reports
- Processing and ensuring balancing of multiple types of import files as journal entries into the financial system
- Corresponding with customers and internal departments, responding to inquiries related to collection issues, reports, and test environments
- Providing backup support and coverage for the subsidiary accounts receivable
- Assist with the external audit as needed
- Creation and maintenance of procedures, contribute to continuous improvement initiatives and implementations

You Bring:

- Post-secondary education in accounting such as an Accounting Diploma, Accounts Payable/Receivable or Bookkeeping certification
- Three to five years of accounts receivable and general accounting experience
- Excellent attention to detail and accuracy
- Demonstrated commitment to exceptional customer service
- Strong Microsoft office skills
- Previous experience in Great Plains or equivalent software is an asset
- Experience working within SharePoint would be an asset
- Municipal experience would be an asset
- Ability to balance and maintain relationships with external customer accounts and address sensitive collection matters
- The ability to work independently in a deadline driven environment
- Ability to thrive in a collaborative environment with a strong capability to prioritize activities
- A flexible approach to work, with the ability to quickly align with shifting priorities, work assignments and timelines
- Ability to work efficiently and accurately
- Ability to work in a fast-paced environment
- Ability to be a positive influence in a team-setting

We Offer:

Competitive compensation and the following benefits:

- EAP (Employee Assistance Program)
- Annual adult Genesis Place pass

We believe connection and culture are the keys to our customer service. We do this through continuous learning, regular team building, and organizational social events so all employees have the knowledge to provide excellence in service to our community.

Additional Information:

This is a full time term position for 4 months (37.5 hours per week).

Next Steps:

Candidates are invited to apply online at www.airdrie.ca. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.