

Accounts Receivable Administrator

Position ID: J0326-0244

Job Type: Full Time

Department: Accounting Services

Number Of Positions: 1

Min Salary: \$33.59/Hour

Max Salary: \$41.99/Hour

Closing Date: April 06, 2026

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. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

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:

The Accounts Receivable Administrator is responsible for the accurate and timely administration of municipal accounts receivable, ensuring revenue is recorded, reconciled, and collected in accordance with City policies, bylaws, and applicable legislation. This role supports a wide range of municipal revenue streams and collaborates with internal departments and external customers to resolve billing and collection matters. The position also contributes to the overall effectiveness of the Accounting Services team by supporting continuous improvement and maintaining high standards of financial integrity.

Responsibilities include:

1. Municipal Accounts Receivable Administration

- Administer full cycle municipal accounts receivable, including billing, receipting, adjustments,

reconciliations, and month end balancing

Process and monitor diverse municipal revenue streams, ensuring accurate classification and timely revenue recognition

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- Prepare, review, and issue invoices, statements, and collection correspondence; investigate discrepancies and resolve billing issues in collaboration with internal departments
- Monitor aged receivables, follow up on overdue accounts, and support collection activities in accordance with City policies
- Prepare and post authorized adjusting entries related to credits, debits, write offs, and transfers.

2. Financial Systems, Reconciliations & Reporting

- Reconcile accounts receivable sub ledgers to the general ledger and investigate variances
- Process, balance, and validate system generated and departmental revenue import files and related journal entries
- Prepare standard and ad hoc accounts receivable reports for management, audit, and departmental use
- Participate in system testing, upgrades, implementations, and process improvements related to revenue, receipting, and financial transactions

3. Customer, Departmental & External Coordination

- Serve as a primary point of contact for internal departments and external customers regarding receivables, billing inquiries, and payment arrangements
- Coordinate with external agencies (e.g., collections, taxation transfers) and prepare supporting documentation and reconciliations
- Provide guidance to City departments on invoice preparation, receipting requirements, and compliance with financial policies

4. Cross-Functional Backup & Operational Support

- Provide trained backup support for Accounts Payable functions, including invoice processing, vendor inquiries, and payment activities during peak periods or staff absences
- Provide backup support for Corporate Purchasing Card (PCARD) administration, including cardholder support, reconciliation review, and compliance monitoring
- Maintain up to date cross training and procedural knowledge to support operational continuity across Accounts Receivable, Accounts Payable, and PCARD functions

5. Audit, Documentation & Continuous Improvement

- Assist with internal and external audits by preparing reconciliations, schedules, and supporting documentation

- Develop, maintain, and update procedures and process documentation within Accounting Services
- Participate in continuous improvement initiatives focused on efficiency, accuracy, automation, and risk mitigation

You Bring:

- Post secondary education in accounting, finance, or business administration, such as an Accounting Diploma or equivalent
- 3–5 years of experience in accounts receivable or financial operations
- Experience in a municipal or public-sector environment is an asset
- Prior exposure to accounts payable and/or purchasing card (PCARD) administration is an asset
- Experience with an ERP/financial management system (e.g., Great Plains, Dynamics, or equivalent) is an asset
- Strong proficiency in Microsoft Office applications
- Experience with electronic document management tools (e.g., SharePoint or similar platforms)
- High attention to detail and accuracy in a deadline-driven environment.
- Effective problem-solving and analytical skills, including the ability to interpret policies, procedures, bylaws, and financial controls
- Strong professional communication and customer service skills when working with internal departments and external customers
- Ability to work both independently and collaboratively; proactive in sharing knowledge and documenting processes
- Flexible and adaptable, able to manage shifting priorities, support multiple functional areas, and maintain accuracy in a fast-paced environment

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

Genesis Place
800 East Lake Blvd NE
Airdrie, AB T4A 2K9
F: 403.948.0604

City Hall
400 Main Street SE
Airdrie, AB T4B 3C3
F: 403.948.6567

Tel: 403.948.8800
1.888.AIRDRIE
airdrie.ca

Parks/Public Works
23 East Lake Hill NE
Airdrie, AB T4A 2K3
F: 403.948.8403

Municipal Enforcement
2 Highland Park Way NE
Airdrie, AB T4A 0R1
F: 403.948.0619



This is a full-time position with 37.5 hours per week.

Please provide a cover letter along with your application.

Next Steps:

Candidates are invited to apply online at [City of Airdrie - Job Opportunities](#). 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.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) 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.

