



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Temporary Full-Time Accounts Receivable Administrator

Posting Number: J0426-0243

Department: Corporate & Finance Services **Branch:** Finance Services

Location: City Hall

Posting Start Date: 2026/05/12 **Posting End Date:** 2026/05/29 by 4:30p.m.

Group: CUPE 251 **Salary Grade:** 6, \$36.23 - \$40.23 per hour

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

Reporting to the Supervisor, Financial Services, this position is responsible for the billing and collection of all corporate accounts receivable, excluding property taxes. The role ensures accurate invoicing, timely collections, high-quality customer service, and the integrity of accounts receivable records.

Responsibilities:

- Process accounts receivable transactions, including invoice generation, posting related journal entries, ensuring payments are applied accurately and on a timely basis, and preparing monthly statements, letters, and notices for overdue accounts
- Maintain accounts receivable records, including balancing and reporting on receivables, performing A/R control account reconciliations, and conducting customer aging analysis
- Maintain the Customer Masterfile, including ensuring data integrity, analyzing accounts for completeness and duplication, maintaining customer account flags and settings, and managing customer hierarchies

- Manage collection activities, including reporting on allowances for doubtful accounts, liaising with third-party collection agencies, and coordinating with other City departments as required
- Provide customer service by responding to inquiries and requests related to invoices, payments, account balances, and billing concerns
- Other duties as assigned
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust

Requirements:

- Completion of a three (3)-year post-secondary Business Administration Accounting diploma, and a minimum of two (2) years of recent (within the last five (5) years) relevant accounts receivable and billing experience in a high-volume environment that utilizes large-scale ERP software (e.g., PeopleSoft or SAP); an equivalent combination of education and experience will be considered
- Demonstrated experience performing accounts receivable functions including billing, receipting, customer account maintenance, reconciliations, and aging analysis
- Experience supporting collection activities, including monitoring overdue accounts, contributing to allowance reviews, and coordinating with internal stakeholders or third-party collection agencies
- Sound knowledge of generally accepted accounting principles (GAAP) as they relate to accounts receivable, revenue recognition, and internal financial controls
- Familiarity with public-sector financial controls, audit requirements, and legislative or regulatory compliance affecting municipal or public-sector revenue
- Proven analytical and problem-solving skills with the ability to identify discrepancies, investigate issues, and resolve billing or payment matters accurately and efficiently
- Strong organizational, communication, and customer service skills, with the ability to manage competing priorities in a deadline-driven environment while maintaining confidentiality and professionalism

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

Apply Online: <https://www.oshawa.ca/city-hall/careers/>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.