



The Town of South Bruce Peninsula
invites applications for the position of

Utility Clerk
2023 Salary Range \$55,981 to \$65,477

Reporting to the Deputy Treasurer, the successful applicant will be responsible for the sewer/water billing and receivable function for the municipality.

Primary duties involve the following:

- Generate sewer/water bills and arrears notices.
- Receive water/sewer payments and post to the General Ledger.
- Prepare electronic deposits for transmission to financial institutions for monthly and installment preauthorized payments.
- Prepare sewer/water certificates.
- Process ownership and address changes
- Serve as point of contact for public, lawyers, landlords
- Prepare general correspondence for ratepayers relative to sewer/water queries.
- Issue work orders to OCWA for meter readings, repairs, discontinuation of service, etc.
- Perform bank reconciliation daily.
- Assist with daily reconciliation of paid parking tickets and daily receipts.

Candidates must have excellent oral, written and organizational skills and an understanding of accounting principles. Clerical experience and proficiency in Microsoft Office are required. Preference will be given to candidates who have two years experience in a municipal setting, possess post secondary education (minimum two-year diploma) in an accounting or finance program, and are familiar with Great Plains ERP software. Enrolment in the AMCT MAP program would be an asset.

A copy of the complete job description is available upon request and on the Town website.

Resumes with cover letters will be received by the undersigned until noon on Friday, May 19 2023.

Michael Humble
Director of Financial Services/ Treasurer
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The Town of South Bruce Peninsula is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants for their interest but only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.