



Job Posting 26-21

Accounts Receivable Clerk

The Town of Cobourg is seeking a Full Time Accounts Receivable Clerk!

Reporting to the Manager, Finance the Accounts Receivable Clerk is responsible for maintaining accurate records of all municipal revenues, including processing departmental deposits, accounts receivable invoices, monthly finance charges, and customer statements. The position also provides clerical and administrative support to the Finance department while ensuring accurate maintenance of databases and general ledger.

MAIN RESPONSIBILITIES:

- Ensure all municipal revenues are correctly reflected in the general ledger and all database. .
- Review, validate, and process departmental bank deposits ensuring revenue is accurately recorded.
- Prepare, issue, and collect on all Accounts Receivable invoices.
- Process monthly finance charges, produce monthly statements and distribute to customers.
- Review and follow-up on monthly statements to collect outstanding receivables.
- Investigate, identify and resolve discrepancies by working collaboratively with all departments and customers.
- Act as first point of contact providing general guidance related to municipal financial services, including taxes, parking and transit.
- Processing municipal related fees including but not limited to parking, taxes, transportation, community service rentals, promotional materials, development charges and waste processing.
- Sort, roll, and maintain accurate records of parking and transit coin deposits.
- Provide clerical support to Finance department including mail distribution, filing, scanning, scheduling meetings, data entry and other matters.

EDUCATION/EXPERIENCE/SKILLS:

- Post-secondary education in Business Administration, Accounting, Finance or a related field.
- Minimum of one (1) year experience in finance. Experience in accounts receivable preferred.
- Experience in a municipal environment preferred.
- Minimum of one (1) year experience with handling cash and debit transactions.
- Must possess an excellent working knowledge of Microsoft Office, SharePoint, and other software application systems.

WAGE:

The wage scale for this position is: \$27.74 to \$34.67 annually.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs. Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **May 25, 2026 at 4PM**. Internal applicant deadline is May 8, 2025 at 4:00PM.

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.