Job Posting

Accounts Coordinator

(Full Time – Permanent)

Company Description:

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario!

Job Description:

Under the direction of the Manager of Financial Services and Deputy Treasurer, the Accounts Coordinator is responsible for supporting the accurate and timely administration of the Municipality's accounting and financial processes, including accounts receivable, accounts payable, invoicing, collections, payment processing, accruals, and related financial reconciliations.

The position maintains accounts receivable records, processes accounts payable invoices and payments, tracks development charges, and prepares assigned working papers and supporting documentation for year-end financial statement preparation and audit purposes.

The Accounts Coordinator also provides customer service support at the front counter and by telephone, responding to inquiries from vendors, the public, staff, and other stakeholders regarding municipal accounts, payments, invoices, collections, and related financial procedures.

The position contributes to the development, documentation, and continuous improvement of financial policies and procedures to support effective internal controls, legislative compliance, and consistent service delivery.

Responsibilities:

Accounts Payable Coordination

- Coordinates accounts payable invoice receipt, review, approvals, processing, and payment follow-up in accordance with municipal procedures.
- Responds to vendor, supplier, departmental, and staff inquiries regarding invoice status, payment timelines, and payment procedures.
- Prepares monthly utility reports for pre-authorized payments and imports related entries into the Municipality's accounting software.

- Maintains spreadsheets and records for reconciliation, tracking, data collection, and departmental record-keeping needs, including employee uniform programs.
- Assists with corporate credit card administration, including vendor payments, card sign-out, receipt collection, and balance monitoring.
- Orders and maintains office supply inventory to support municipal office operations.
- Researches accounts payable information, prepares supporting documentation, and assists with follow-up to inquiries as required.

Accounts Receivable Support
- Maintains accounts receivable processes, including invoices, statements, interest charges, aged account review, collection follow-up, and related public inquiries.
- Processes and maintains electronic payment files for general receivables.
- Maintains accurate accounting records, supporting documentation, audit files, and numerical continuity of source documents, including landfill weigh scale slips.
- Tracks and processes refunds for refundable deposits received by the Municipality.
- Ensures accounts payable invoices entered into clearing accounts are invoiced to customers promptly and accurately.
- Coordinates referral and filing of outstanding accounts with the collection agency in accordance with municipal policy.
- Supports receipt, posting, and processing of municipal payments and fees received by mail, drop box, or counter, including Keystone and Billing Payment Reporting System uploads.
- Responds to billing, payment, and collection requests and inquiries which requires review of account information, preparing supporting documentation, and assisting with follow-up as required.

Finance Administration and Customer Service Support
- Prepares monthly and year-end adjusting journal entries, assigned year-end working papers, audit support, and responses to related inquiries.
- Assists with Letters of Credit and deposits, including reconciliation, amendment, release, cancellation, and communication with lending institutions.
- Maintains the department's TOMRMS filing system, Laserfiche workflows, electronic records, and paperless filing processes.
- Acts as primary backup for the Customer Service Clerk.
- Provides finance administration and customer service support, including information gathering, records preparation, documentation, and departmental assistance.
- Contributes to special projects, process improvements, financial system support, and departmental priorities as required.
- Supports HST reporting, review, documentation, audit coordination, invoice verification, backup preparation, and related follow-up.

Note: All activities are expected to be performed safely, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Qualifications Required:

- Minimum of a College Diploma in bookkeeping, accounting, finance, audit, and/or business administration or related discipline.
- Minimum of two (2) years of experience in accounting, finance, or financial administration, preferably within a municipal environment, or an equivalent combination of education and experience.
- Previous experience in accounting or financial administration, preferably within a municipal environment, including accounts payable, accounts receivable, invoice processing, vendor account reconciliation, payment preparation, and maintaining accurate financial records.
- Completion of relevant bookkeeping, accounting, municipal finance, or financial administration certification or coursework through a recognized Canadian professional body would be considered an asset.
- Completion of job-related training, courses, or certificates offered through recognized municipal or professional organizations, including the Municipal Finance Officers' Association of Ontario (MFOA), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), or similar providers, would be considered an asset.
- Sound working knowledge of office practices and procedures, accounts payable and accounts receivable principles, general accounting practices, financial controls, procurement processes, and municipal financial administration.
- Proficient in the use of Microsoft Office, and financial systems. Previous experience with municipal financial software, such as Keystone, would be considered an asset.
- Ability to work independently, prioritize and manage a busy workload, balance competing priorities, maintain accuracy, and meet deadlines in a fast-paced environment.
- Excellent interpersonal, communication, and customer service skills, with the ability to communicate effectively, both orally and in writing, with staff, elected officials, vendors, and members of the public.
- Strong analytical and organizational skills, with the ability to identify discrepancies, investigate issues, determine appropriate solutions, and meet established deadlines.
- High degree of accuracy and attention to detail, with the ability to review financial transactions, records, reconciliations, and supporting documentation to ensure completeness, consistency, and compliance with established procedures

Physical Effort and Working Conditions:

- Working within an office environment with customer service responsibilities

What Thames Centre has to offer:

- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.
- Comprehensive benefits package, along with eligibility to enroll in OMERS pension plan.
- A supportive and collaborative work environment.

Position Details:

Primary Work Location: Municipal Office, 4305 Hamilton Road, Dorchester
Employment Classification: Full time – Non-Union
Salary Range: $35.15 - $39.56
Work Week: 35 hours

Schedule of Work: 8:30 am to 4:30 pm Monday to Friday. Occasional overtime may be required.
Anticipated Start Date: as soon as possible
Current Status of Position: vacant
Posting Period: July 17, 2026 – August 3, 2026
Recruitment Reference #: 2026-24

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before **4:00 p.m**. on **Monday August 3, 2026,** indicating **"Accounts Coordinator Application- 2026-24"** in the subject line to:

Cindy Barwick, HR Advisor
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: cbarwick@thamescentre.on.ca

While verification of credentials are not required for the interview, they may be mandatory as a condition of employment.

Artificial Intelligence will not be utilized in this recruitment process.

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you are contacted for interview, please advise us of any accommodations needed to ensure your access to a fair and equitable process. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.