



Accounts Receivable/Utility Coordinator Full Time Permanent Position

Job Posting: 2025-011-FSD

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 Director of Financial Services/Treasurer, the Accounts Receivable/Utility Coordinator is responsible for the accurate and timely processing of municipal utility revenues, including administration of invoicing, collection and responding to enquiries. Process utility billings and maintain the Utility Accounts Receivable subsidiary accounts. Acts as the primary backup for the Accounts Receivable functions of the Accounts Coordinator and secondary backup for the Customer Service counter and phones.

Responsibilities:

Maintains the Utilities Accounts Receivable function, including issuing invoices, monthly statements, and interest charges, reviewing aged Accounts Receivable summary reports for further collection procedures, and responding to related public inquiries.

Prepares, issues and reconciles water/sewer bills for the municipality, coordinates meter reading dates, checks calculations, and prepares & mails water bills.

Creates PAP files and sends them to the bank for payment.

Respond to all water/sewer customer inquiries relating to billings account balances, establish new accounts, and prepare final customer billings.

Applies penalties to past-due accounts monthly. Prepares collection notices and coordinates water shut-offs for outstanding water accounts.

Creates batch and transfers water balances to tax accounts immediately before Interim and Final Tax billing. Creates spreadsheets for proper collection of outstanding funds.

Processes and maintains Electronic Payment Files for tax and utility.

Assists the Environmental Services Department with gathering data and other duties as assigned.

Assists the Tax Collector in the property tax billing and collection process, as directed, including updates of the assessment roll and mortgage changes in the tax module.

Communicates with law offices regarding Tax Certificates-creates and forwards as requested in the absence of the Tax Collector.

Conducts all ownership changes per lawyer/MPAC requests, updating accounts connected to the roll, email, and PAP changes as necessary.

Maintains proper accounting records for audit purposes and backup documentation and ensures the integrity and numerical continuity of various source documents.

Prepares and processes monthly and year-end adjusting journal entries, prepares assigned year-end working papers for auditor, and responds to auditor inquiries.

Preferred Qualifications:

- Post Secondary Diploma/Degree in accounting at the Community College level or related discipline.
- Previous financial experience within a municipal environment and/or enrollment in the AMCTO program, or equivalent, would be preferred.

What Thames Centre has to offer:

- A competitive salary ranging between \$62,780 to \$70,660 for 2025 with a 35-hour work week.
- 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.

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter in PDF, citing **Job Posting 2025-011-FSD** before 6:00 p.m. on **Friday November 7, 2025** to:

Jeff Brick, Interim CAO
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: jbrick@thamescentre.on.ca

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

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.