



## **Job Posting**

### **Accounts Receivable/Utility Coordinator**

#### **(Temporary Full-Time)**

#### **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/Deputy 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. Assists the Deputy Treasurer/Tax Collector in the daily operations of the property tax function. 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.
- Assist the Director of Financial Services/Treasurer in compiling annual Municipal operating budget revenue estimates.
- Acts as the primary backup for the Customer Service Clerk throughout business hours and vacations.
- Acts as the secondary backup for taking and entering cash payments during peak times and vacations.
- Acts as the primary backup for the Accounts Receivable functions of the Accounts Coordinator.
- Maintain TOMRMS filing system for the department, including maintenance of Laser fiche workflows and paperless systems.
- Provides backup for processing property taxation and accounts payables.
- Storing and tracking securities for Planning, Building, and Drainage departments.
- Performs other duties as assigned.

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/Experience or Skills**

- Post Secondary Diploma or Degree in accounting or related discipline along with two (2) to three (3) years experience in municipal accounting and finance, or an equivalent combination of education and experience
- Previous financial experience within a municipal environment and/or enrollment in the AMCTO program, or equivalent, would be preferred.

- Computer literate in software programs like Microsoft Office and web business banking software. Previous experience in Municipal software, such as Keystone, would be preferred.
- Ability to work independently, prioritize and meet deadlines.
- Excellent interpersonal skills, communicating effectively, orally and in writing, with fellow staff, elected officials and the general public.

### **Physical Effort and Working Conditions:**

- Working within an office environment, with off-site meetings on an as needed basis.

### **Position Details:**

**Primary Work Location:** Municipal Office, 4305 Hamilton Rd, Dorchester

**Employment Classification:** Temporary Full-Time

**Pay Rate:** \$35.15-\$39.56 per hour

**Hours of Work per Week:** up to 35 hours per week, Monday to Friday

**Schedule of Work:** 8:30 am – 4:30 pm

**Anticipated Start Date:** as soon as possible

**Contract End Date:** June 2027

**Current Status of Position:** Temporary vacancy from June 2026 to June 2027

**Recruitment Reference #:** 2026-22

### **Ready to Apply?**

Interested applicants are invited to submit a resume and cover letter before **11:59 p.m.** on **Sunday June 7, 2026**, indicating “**Accounts Receivable/Utility Coordinator– 2026-22**” in the subject line, to:

Cindy Barwick, Human Resources Advisor  
Municipality of Thames Centre  
4305 Hamilton Rd.  
Dorchester, ON, N0L 1G3  
Email: [cbarwick@thamescentre.on.ca](mailto: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 and is committed to an inclusive recruitment and selection processes. 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.*