



Municipality of Huron East

PO Box 610, 72 Main Street South, Seaforth Ontario N0K 1W0
Tel: 519-527-0160 Fax: 519-527-2561
www.huroneast.com

Municipality of Huron East Employment Opportunity

Accounts Receivable Clerk/Receptionist

The successful applicant will work closely with the Property Tax Clerk/Deputy Treasurer to coordinate the accounts receivable functions of the Municipality, as well as quarterly municipal water and sewer billing. The successful candidate will also be responsible for receptionist duties for the Municipal office including receiving and directing telephone inquiries as well as responding to emails.

Applicants should possess:

- community college diploma with a background in business/accounting;
- working knowledge of accounting procedures; and
- experience in a municipal government setting considered an asset.

The salary range for this position is currently under review. Further information including a complete job description is available on the Huron East website (www.huroneast.com).

Applicants are asked to submit a detailed resume in confidence to the undersigned by 4:00 p.m. on Friday September 29th, 2023.

Tricia Thompson, *Human Resources Coordinator*
Municipality of Huron East
72 Main St S., PO Box 610
Seaforth, ON N0K 1W0
hr@huroneast.com

We thank all applicants for their interest in working for us, however, only those applicants selected for an interview will be contacted.

The Municipality of Huron East 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.