



The Municipality of Huron East is now accepting applications for the position of:

**Accounts Receivable/Utilities Clerk
Full-time, Permanent Position**

The Municipality of Huron East, a dynamic and dedicated community of approximately 10,000 residents, is seeking applications for a key role within our team. Situated in the picturesque Huron County, our community showcase a delicate blend of lively urban areas, rural heartlands, and flourishing farmlands. Perfectly positioned 30 minutes west of Stratford and an hour north of London, Huron East prides itself on offering the exceptional level of services and opportunities our residents thrive on.

The accounts Receivable/Utilities Clerk is responsible for utility billing, including calculation of bills, printing and mailing all utility bills. The incumbent prepares all invoices for all general municipal operations, including leases, daycare, etc. They are responsible for finance and accounting filing and records management related to the accounts receivable and utility functions. They provide reception services for the municipality at the counter, by telephone, through email, and through the municipal website. The successful applicant will also answer questions and provide information to taxpayers, customers, and general public relating to taxation, accounts receivable, and other finance department or municipal services.

What We're Looking for:

- Post-secondary education in accounting, business or a related field, equivalent work experience will be considered.
- Minimum 1-2 years of experience in an accounting or administrative role.
- Skilled in current software programs including Advanced Microsoft Office and Windows.
- Working knowledge of accounting procedures and processes and municipal operations especially as they relate to treasury services.
- Municipal experience considered an asset.
- Able to deal with the public with diplomacy and tact.
- Must ensure a high level of confidentiality, integrity and professionalism at all times.

What We Offer:

- Integration into a community-centric and forward-thinking municipal team;
- A competitive and attractive benefits package alongside three weeks' initial vacation allowance;
- The chance to make a tangible difference in our municipality's present and future.
- The salary range for this position is **\$29.29 to \$32.97 per hour** (2025 Salary Grid).

Access to the full job description and further details can be found 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, November 14, 2025**. Early applications are encouraged, with qualified candidates considered as submissions are received.

Denise Feeney
Director of Finance/Treasurer
72 Main Street South, PO Box 610
Seaforth, Ontario
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519-527-2561 (fax)
treasurer@huroneast.com

We thank all applicants for their interest in working for us, however, only those applicants selected for an interview will be contacted. No phone calls please.

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.