



Accounts Coordinator

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 Coordinator is responsible for the accurate and timely processing of municipal revenues, including administration of invoicing, collection and responding to enquiries. Processes corporate invoices and maintains the Accounts Receivable subsidiary accounts. Processes all accounts payable invoices and issues payment. Acts as the primary backup for the Customer Service counter and phones

Responsibilities:

Receivables Responsibilities

- Maintains the Accounts Receivable function, including issuing invoices, monthly statements, and interest charges; reviews aged A/R summary reports for further collection procedures; and responds to related public inquiries.
- Processes and maintains Electronic Payment Files for general receivables.
- Maintains proper accounting records for audit purposes and backup documentation and ensures the integrity and numerical continuity of various source documents and Landfill Weigh Scale slips.
- Assists By-Law department with animal licensing sub-ledger.
- Records, maintains records, and refunds all refundable deposits provided to the Municipality.
- Ensures all Payable invoices entered into clearing accounts are invoiced to customers promptly.
- Coordinates and files outstanding accounts with the collection agency by municipal collection policy.

- Supports in accepting all municipal payments and fees via mail, fax, drop box or over the counter and issues receipts and processes and post all payments (including Billing Payment Reporting System (BPRS) upload) through Keystone.

Payables Responsibilities

- Consolidates all accounts payable invoices, ensuring proper department head approval where necessary, and processes invoices bi-weekly.
- Responds to inquiries from suppliers and departments on the status of accounts payable invoices and on the municipality's payment procedures and policies.
- Prepares monthly utility reports for all preauthorized payments and imports entries into accounting software.
- Develops and maintains various spreadsheets for data collection and record-keeping, (e.g., employee uniform programs).
- Assist with credit card management including making payments to vendors, signing cards in and out, collecting and saving receipts, and checking card balances.
- Orders and manages stock of all office supplies.

General Responsibilities

- Prepares and processes monthly and year-end adjusting journal entries, prepares assigned year-end working papers for the auditor, and responds to auditor inquiries.
- Assists the Director of Financial Services/Treasurer with reconciliation, amendments and cancellations to lending institutions as required for Letters of Credit and deposits.
- Maintains TOMRMS filing system for the department, including maintenance of Laser fiche workflows and paperless systems.
- Is the primary backup for the Customer Service Clerk throughout business hours and vacations and assists during busy periods of the year.
- 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.

Minimum Qualifications:

- Post Secondary Diploma/Degree in bookkeeping, accounting, finance, audit, and/or business administration at the Community College level (or as certified by the Canadian Bookkeepers Association, Canadian Securities Institute, or General Accountants Association of Canada). Equivalency in a related discipline with associated work experience may be considered.
- Previous financial experience within a municipal environment and/or enrollment in the AMCTO program, or equivalent, would be preferred.
- Two (2) to three (3) years in municipal accounting and finance.
- Sound working knowledge of office practices and procedures.
- 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.

What Thames Centre has to offer:

- A competitive salary ranging between \$62,771 to \$64,597 for 2025 with a 35-hour work week.
- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.
- Comprehensive benefits package, including a Health Care Spending Account and eligibility for the OMERS pension plan.
- A supportive and collaborative work environment.

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before 6:00 p.m. on **Tuesday, January 21, 2025** to:

Anica Peter, Human Resources Manager
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: apeter@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.