



ACCOUNTS RECEIVABLE CLERK GENERAL / FLOATER

Regular Full-Time This is a Unionized Position (CUPE Local 170)

The Corporation of the City of Elliot Lake is seeking applications for the position of Accounts Receivable Clerk General / Floater located at City Hall. Reporting to the Director of Finance / Treasurer, this position maintains all records, files and correspondence related to accounts receivable clients and general receivables. It also provides relief coverage to various front line positions.

The preferred applicant will have:

- Minimum two (2) year college diploma in Accounting, Business Administration, or related program or equivalent combination of education and experience.
- Minimum six (6) months to one (1) year of previous related experience.
- Computer skills including Microsoft Office Suite (Excel & Word). Microsoft Great Plains or enterprise accounting system knowledge an asset.
- Excellent customer service, interpersonal, and communication skills.
- Above average organizational skills, attention to detail and ability to solve problems
- Bilingualism (English/French) would be an asset.

Please visit our website at www.cityofelliottlake.on.ca for more information on the City of Elliot Lake.

Salary: \$28.12 hourly plus benefits

To view the full job description and posting, and to submit your application please visit the Indeed website and search by company for City of Elliot Lake.

You can also paste the URL below into your browser to go directly to the posting:

<https://ca.indeed.com/?advn=2986696923353181&vjk=28495dbc9fcc1b4b>

DEADLINE FOR SUBMISSIONS IS FRIDAY SEPT 16, 2022

All applicants are thanked but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Accommodations are available upon request for candidates taking part in all aspects of the selection process.