



## **Accounts Receivable Clerk / General Floater Treasury**

The Corporation of the City of Elliot Lake is currently hiring for the position of Account Receivable Clerk/General Floater in the Treasury Department. Reporting to the City Treasurer the Accounts Receivable Clerk will maintain all records, files and correspondence related to accounts receivable clients; General receivables; to provide relief coverage to various front line positions

The preferred applicant will have:

- 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](http://www.cityofelliottlake.on.ca) for more information on the City of Elliot Lake.

Salary: \$28.55 per hour

To submit your application please visit the Indeed website at <http://www.indeed.com> and search City of Elliot Lake.

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

<https://ca.indeed.com/jobs?q=City&l=Elliot+Lake%2C+ON&radius=50&from=sug&vjk=2e0802263c3bf7cd&advn=2986696923353181>

**DEADLINE FOR SUBMISSIONS IS JAN 31, 2023**

*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. Consistent with the Accessibility for Ontarians with Disabilities Act (AODA) it is the policy of The Corporation of The City of Elliot Lake that qualified individuals with disabilities not be discriminated against because of their disabilities in regard to job application procedures, hiring, and other terms and conditions of employment, including recipients of ODSP & CPP-D. It is further the policy of The Corporation of The City of Elliot Lake to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. The Corporation of City of Elliot Lake is prepared to modify or adjust the job application process or the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the position he or she desires, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship. If reasonable accommodation is needed, please contact Human Resources at [hr@city.elliottlake.on.ca](mailto:hr@city.elliottlake.on.ca) or 705-848-2287 Ext 2117*