



TOWN OF INGERSOLL

**The Town of Ingersoll is currently seeking an:
ACCOUNTS RECEIVABLE TREASURY CLERK / RECEPTIONIST
(Permanent Full-time)
Closing date Friday September 10, 2010**

Under the direction of the Director of Finance/Treasurer, the Accounts Receivable /Treasury Clerk/Receptionist will be responsible for aspects of the Accounts Receivable function. In addition, this position will provide full assistance in the daily operations of the Property Tax Division including processing daily cash receipts and data input including account maintenance of the Town's dog license files, clerical assistance to the Treasury Department and primary Receptionists at the Municipal Office. Preference will be given but not restricted to candidates possessing Great Plains/Diamond municipal software experience.

Minimum Qualifications:

- Community College Diploma focused on finance, business or commerce **or** equivalent combination of education and experience
- More than one year but less than three years of relevant experience preferably in a municipal and property tax setting
- Knowledge of basic accounting principles with meticulous attention to accuracy and demonstrated ability to maintain confidentiality
- Must possess strong computer skills including desktop applications, spreadsheets and word processing
- Keyboard efficiency and capacity to operate or quickly learn relevant computer software and demonstrated willingness to attend courses to upgrade skills
- Effective command of all office procedures
- Demonstrated ability to be a team player who is able to establish effective working relationships with fellow employees, and the general public

The Town of Ingersoll offers a competitive salary (\$42,752 to \$47,375) 2010 rate and an excellent benefits package. A more detailed job description is available here:

[AR Clerk Job Description](#)

To find out more about our great community and the many benefits of joining our team, please apply by September 10, 2010 to:

Gary K. Seitz, Director of Finance/Treasurer
The Corporation of the Town of Ingersoll
130 Oxford Street, 2nd Floor
Ingersoll, ON N5C 2V5
Fax (519) 485-3543
email gseitz@ingersoll.ca

We thank all applicants and advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of determining eligibility for this competition.