



The City of Pembroke Treasury Department is currently seeking a **Billing Clerk-Cashier** to join their team on a temporary basis, up to six (6) months.

About Us

The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at www.pembroke.ca

Position Summary:

Reporting to the Senior Tax Clerk, the Billing Clerk/Cashier is responsible for production of tax/water accounting procedures and back-up documentation, and for completing accurate and timely billing production. The Billing Clerk/Cashier will also act in the capacity of cashier for the receipts of revenues and maintain accurate accounting records.

Qualifications:

- Post-secondary degree or diploma in business or accounting.
- Must possess a high degree of knowledge of bookkeeping procedures and accounting practices, as well as their application to a system of general accounts, with particular emphasis on property taxation and waterworks.
- Completion of the Municipal Tax Administration Program (MTAP) would be an asset or willingness to take the MTAP program.

*NOTE: A combination of education and practical experience may be considered.

Hours of work:

1820 hours annually (35 hours a week) with occasional overtime.

Salary and Benefits:

- \$51,319.07 annually (2025).
- 6% Vacation pay.
- Voluntary enrollment in the OMERS defined pension, including 100-per-cent employer matching.

Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm (noon) on **April 21, 2025**.

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: HR@pembroke.ca

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes

City of Pembroke
Treasury Department

TITLE:	Billing Clerk - Cashier
DEPARTMENT:	Treasury
REPORTS TO:	Treasurer/Senior Tax Clerk

Position Summary:

Reporting to the Treasurer/Senior Tax Clerk, the Billing Clerk/Cashier is responsible for production of tax/water accounting procedures and back-up documentation, and for completing accurate and timely billing production. The Billing Clerk/Cashier will also act in the capacity of cashier for the receipts of revenues and maintain accurate accounting records.

Education/Qualifications/Experience:

- Post-secondary degree or diploma in business or accounting.
- Must possess a high degree of knowledge of bookkeeping procedures and accounting practices, as well as their application to a system of general accounts, with particular emphasis on property taxation and waterworks.
- Completion of the Municipal Tax Administration Program (MTAP) would be an asset or willingness to take the MTAP program.

*NOTE: A combination of education and practical experience may be considered.

Skills and Abilities:

- Familiarity with computer applications, including Microsoft Word, Excel, and Outlook as well as automated accounting software.
- A high level of confidentiality, interpersonal, communication and customer relations skills.
- Must possess experience in the handling of high volumes of cash and related accounting records.
- The ability to prioritize workload and meet deadlines.
- Must be detail-oriented and accurate, as well as possess and exercise a high degree of accuracy in day-to-day duties and job activities.
- Must possess the ability to work effectively with a minimum of supervision.

General Scope of Duties:

- 1) Under a minimum supervision to operate the City's accounting computer and other business equipment, to prepare billings, effect postings and carry out statistical reporting.
- 2) To act in the capacity of a cashier for the receipt of revenues received or to be received by the City, its Departments and Local Boards.
- 3) To receive, record, reconcile and safeguard the receipt of funds due and payable to the City.
- 4) To carry out the responsibility of providing information to the public verbally, or in written form, as to matters relative to the Departments in accordance with Department policy.
- 5) To carry out and/or assist in the general office duties of the Treasury and Clerk's Departments of the City, its Departments and Local Boards.

- 6) To deal with, and maintain, a high standard of relations with the public, staff, Elected Officials and supervisory staff.
- 7) To supervise and train personnel in the functions within the scope of job responsibilities with particular emphasis on the development and familiarization of staff in the operation of the City's accounting computer or other business machines and/or equipment.
- 8) Must be able to perform other related duties as assigned from time to time.

Decision Making and Judgement:

- Work is performed under the direction of the Senior Tax Clerk and Treasurer.

Accountability:

- Responsible for accuracy in performance of work.
- Safeguarding confidential/restricted information.

Leadership/Supervision:

- This position has no supervisory responsibilities.

Interpersonal Skills and Contacts:

Internal

- Employees
- Senior and support staff of other departments

External

- Government ministries and regulatory officials/agencies

Working Conditions:

- Office Environment
- Required to work 35 hours per week.
- Overtime work may be required.
- Travel may be required for training.
- Hold a valid Ontario Driver's License.

Physical Skill and Effort:

- Lifting or moving up to 10lbs may be required.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.