



Accounts Receivable & Procurement Administrator

About Torbay

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

The Position

The Town is currently searching for a motivated, energetic, and enthusiastic individual to join our team as **Accounts Receivable & Procurement Administrator**. In this role, you will be responsible for the provision of relief and clerical assistant for the Corporate Services Administrator. In addition, the successful candidate will also be responsible for the preparation and mail out of the monthly statements for outstanding taxes and other charges and will assist in the maintenance of accounts receivable tax files and duties.

Major Duties & Responsibilities

Specifically, the Accounts Receivable & Procurement Administrator will:

- Promote the Town's vision, values, priorities and objectives to staff, colleagues, and the public.
- Foster effective working relationships based on mutual respect and accountability to citizen interests.
- Greet the public; respond to inquiries for information and assistance; receipt tax payments, fees, and charges; provide information, data support, and direct inquiries to other staff when required as relief for the Corporate Services Administrator.
- Maintain taxation and accounts receivable records; receipt payments, calculate tax amounts as required.
- Prepare and mail monthly statements for outstanding taxes and other fees and charges.
- Provide ongoing support with proper file maintenance pertaining to property ownership files including required changes and updating of tax information; and assist Development and Planning Office in the coordination of information on new developments for taxation purposes.
- Maintain taxation and update taxation receivable records; receipt payments, calculate tax amounts as required, prepare various interim bills for tax and miscellaneous accounts.
- Perform all duties relating to the maintenance of the assessment roll through the supplementary assessment process; liaise with the Municipal Assessment Agency; calculate, prepare and input all data compiled during the process for residential and

commercial property and business accounts; and prepare supplementary residential and commercial property and business occupancy tax bills.

- Record and direct all assessment appeals to MAA in accordance with legislation and ensure all deadlines and requirements in the assessment and appeals process are met; assist the public and business owners by providing information relating to the appeal process and ensure the requirements related to the appointment of an Assessment Appeals Commissioner are brought to the attention of the Manager.
- Maintain records and prepare invoices for assessments, charges, water and sewer fees and gross revenue taxes.
- Prepare information for the annual budget including taxation revenue and various tax exemptions.
- Ensure open and effective communication, create positive working relationships and an environment based upon mutual respect and accountability to citizen interests.
- Perform backup for other positions within the Corporate Services Department and other related duties and responsibilities within the scope of the position as required.
- Act as the Returning Officer for the municipality in relation to any Municipal Elections.
- Provide clerical relief and support for the Deputy Clerk role as required.
- Approve accounting within customer's file in relation to issuance of permits by Planning Department.
- Process and complete all data relevant to GIS applications and Low-Income Property Deduction applications submitted by customers.
- Review aged receivable report monthly and submit report to Management for approval to determine if account requires collection action.
- Liaison with Management and assess if account should proceed to collection procedures and/or possible legal action.
- Preparation of levy, reviewing for accuracy for the printing and distribution of the annual levy invoices for the current taxation year in partnership with the Corporate Services Administrator.
- Review accounts with outstanding balances (property, business & miscellaneous), prepare collection letters and appropriate action re: collections, legal and tax sales.
- Deliver bank deposits to banking institution (daily, weekly and when required).

Qualifications

The ideal candidate will have:

- A bachelor's degree with a concentration in accounting or completion of a 3-year Accounting & Financial Management program from a recognized post-secondary institution.
- 2+ years of experience in accounts receivable or related financial roles.
- Strong attention to detail to accurately process and reconcile invoices and payments.
- Excellent written and verbal communication skills for interacting with clients and internal teams.
- The ability to identify and resolve discrepancies in a timely manner.
- Effective organization and time management skills to handle multiple tasks and deadlines.
- The capability to analyze financial data and trends, identifying potential issues.

- Have a strong customer-focused mindset to address client inquiries and concerns professionally.
- A strong understanding of basic accounting principles and calculations.
- The willingness to collaborate with colleagues across different departments.
- The ability to adapt to changing procedures and systems in a dynamic environment.
- A high level of integrity when dealing with sensitive financial information.
- Proficiency in Excel and other Microsoft Office applications for data analysis and reporting.
- The capacity to troubleshoot and resolve issues related to accounts receivable.
- Or any equivalent combination of experience and training deemed acceptable to the Town.

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence to careers@torbay.ca no later than **4PM on Friday September 1st, 2023.**

If you are searching for a dynamic position and are looking to join a high-functioning team, we want to hear from you!

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.