



The Municipality of Trent Hills
Invites Applications for the Vacant Position of
Revenue Clerk

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

Reporting to the Finance Manager/Deputy Treasurer and, in their absence, the Director of Finance/Treasurer, the Revenue Clerk provides exceptional customer service to the public in a fast-paced environment by processing payments for services such as water and sewer, municipal taxes, permits, bulk water, waste tags, and facility rentals.

Preference will be given to candidates who have post-secondary education in Business Administration or a related field, along with a minimum of two years of related accounting or office experience. Experience in a municipal setting would be considered an asset.

The ideal candidate will demonstrate strong organizational, analytical, and communication skills, with keen attention to detail and the ability to work independently, manage competing priorities, and meet deadlines. Strong interpersonal, problem-solving, and computer skills are required, with experience using Microsoft Dynamics GP, Diamond Software, Perfect Mind, and Citywide Software is considered an asset.

The starting pay rate for this vacant unionized position is \$27.88 per hour. After successfully passing the 6-month probation period, the rate of pay will increase to \$32.28 per hour. The Municipality offers a competitive and attractive benefit package and enrollment in the OMERS pension plan. The regular work week for this position is 35 hours per week.

Work Location: 66 Front Street South, Campbellford, Ontario

Resumes will be received until **2:00 p.m. on Thursday, November 5, 2026**. Please send resumes marked "Revenue Clerk – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources
kari.petherick@trenthills.ca
Municipality of Trent Hills
P.O. Box 1030
66 Front Street South
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Position: Revenue Clerk
Department: Finance
Reports to: Finance Manager/Deputy Treasurer
and Director of Finance/Treasurer
Union Affiliate



Come for a visit. Stay for a lifestyle.

Position Summary:

Reporting to the Finance Manager/Deputy Treasurer and, in their absence, the Director of Finance/Treasurer, the Revenue Clerk provides exceptional customer service to the public in a fast-paced environment by processing payments for services such as water and sewer, municipal taxes, permits, bulk water, waste tags, and facility rentals.

Duties and Key Responsibilities:

- Responsible for assisting the public in person, by telephone, mail and email.
- Responsible for processing payments received in person, by mail and electronically on a daily basis.
- Responsible for closing and balancing cash and electronic batches on a daily basis or when required.
- Responsible for preparation of bank deposits on a daily basis.
- Responsible for reconciliation of waste tags on a monthly basis.
- Responsible for processing returned items from mail and bank.
- Responsible for preparing municipal invoices.
- Responsible for balancing accounts receivable on a monthly basis.
- Responsible for the issuance of statements on past due accounts receivable and the required collection procedures.
- Responsible for Bulk Water customer accounts, key deposits and prepayment management.
- Reconcile recreation and library revenue recorded in the booking software with the finance software and related deposits.
- Responsible for processing preauthorized payment programs EFT files for property tax and water and sewer.
- Responsible for maintaining fuel records for allocation by department and rebates as required.
- Assist with maintenance of petty cash fund for various office expenses.
- Assist with the preparation of the water and sewer billing.
- Assist with the preparation of the tax billing.
- Responsible for processing mortgage payments within property tax.
- Responsible for charitable donation letter in conjunction with the Treasurer.
- Coordination with Building Department on Permit Payments and files.
- Coordination with Clerk's Office regarding Cemetery fees.
- Tracking Lease Agreement Receivables and production invoices.

- Assist with arrears and disconnection notices for water and sewer accounts.
- Assist with arrears notices for property tax accounts.
- Responsible to maintain files in accordance with corporate records management system and records retention by-law.
- Prepare correspondence as required.
- Prepare audit documents as required.
- File all departmental correspondence, memos, invoices etc. as required.
- Assist Finance Manager/Deputy Treasurer and the Director of Finance/Treasurer with balancing the General Ledger accounts as required.
- Responsible for back up support in the absence of other finance clerk positions.
- Provide clerical support and perform other duties as assigned.
- Assist Finance Manager/Deputy Treasurer and the Director of Finance/Treasurer as assigned.

Position Qualifications:

- Post-secondary education in Business Administration or business-related field.
- Two years related accounting or office experience, preferably in a municipal setting.
- Additional education obtained through courses is an asset (Municipal Revenue Administration Program (MRAP), Municipal Administration Program (MAP) etc.).
- Knowledge of municipal policies, practices, procedures and Federal/Provincial/Municipal legislation related to accounts receivable, property tax and utilities (water and sewer) is an asset.

Key Performance Competencies:

- Strong organizational skills to prioritize workload and perform tasks without direct supervision.
- Requires keen attention to detail to ensure a high level of accuracy.
- Ability to meet frequent deadlines with conflicting priorities.
- Demonstrated ability to exercise good judgment while performing duties and key responsibilities.
- Ability to perform and check calculations required in the production of reports and statistics.
- Requires manual dexterity to operate computer and other office equipment such as calculator and folding machine etc. as required.
- Strong working knowledge of computer programs such as MS Word, Excel, email.
- Knowledge of Microsoft Dynamics GP, Diamond Software, Perfect Mind and Citywide Software is considered an asset.
- Demonstrate strong interpersonal skills to deal politely and effectively with elected officials, staff members, external agencies and general public.
- Excellent verbal and written communication skills.

- Ability to effectively handle and resolve conflicts using strong problem-solving and interpersonal skills.
- Valid and satisfactory Criminal Record Check.

Working Conditions:

- Work is performed in an office environment utilizing computers and headsets.
- Work or exposure to difficult customers and confidential situations.
- Work with frequent interruptions both in person and by telephone.
- Medium noise level (printer, conversations, photocopier, etc.).
- Work may require frequent transitions from sitting to standing for aiding customers at the counter.

Approval and Revision History

Approved By: Director of Finance/Treasurer

Signature:



Name: Christina Beaushaw

Date Approved: October 6, 2026

Employee Acknowledgement

I acknowledge that I have read and understand the duties and responsibilities of this position.

Employee Signature: _____

Date: _____