

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Corporate Services Temporary Accounts Receivable/Utilities Clerk - Competition No: 2026-21

Reporting to the Manager of Finance, the Accounts Receivable/Utilities Clerk is responsible for providing accounting support for the County through maintaining the Accounts Receivable and Utilities subledgers and ensuring the collection and reporting of all outstanding accounts, and that all necessary records are kept and filed in such a way as to be easily accessible by other staff. This position plays a key role in ensuring timely and accurate processing of accounts receivable transactions and supports Woodlands County financial operations. This position may include a hybrid work environment, including work from home. This position is for a parental leave term of up to 18 months.

Functional Responsibilities

- Review billing batches designated by Finance Manager prior to Finance Manager's final review & approval.
- Assist in the management of accounts receivable subledger including generating required invoices, processing of payments and collection of accounts (send to collections where applicable).
- Maintain aggregate levy files, including status of changes, shipment follow-up, and annual invoices.
- Manage bulk water billing and accounts.
- Complete airport billing quarterly after reports are received from the Terminal.
- File utility batches, AR invoices, batch reports, and any other requested documents.
- Create refund requisitions to be completed by Accounts Payable.
- Process monthly direct debits, including required reconciliations. (Payments of direct debits to be completed by a secondary person).
- Prepare and issue monthly invoices for water, sewer and garbage collection.
- Generate and process work orders for opening and closing accounts, meter or read inquiries, or meter repairs.
- Engage in continuous improvement initiatives to enhance the financial reporting system's effectiveness and efficiency.
- Perform other related duties and special projects as requested by the Manager of Finance, related to job duties.
- Adhere to the County's confidentiality requirements, including the appropriate use of information and maintaining the security of all acquired information relating to employees, businesses, and/or residents of Woodlands County.
- Maintain knowledge of and comply with relevant legislation, policies, and procedures, while continually seeking learning opportunities to enhance knowledge in relevant fields of work.

Functional Requirements

- Strong understanding of accounting principles and accounts receivable procedures.
- Ability to work independently and collaboratively in a fast-paced environment with changing priorities.
- Proficiency in Microsoft Office applications, particularly Excel.
- Experience with financial and reporting systems is an asset.
- Ability to quickly learn and adapt to new systems and technologies.
- Strong organizational and time management skills with attention to detail and accuracy.

POSITION TYPE

Full-time
Temporary

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm

SALARY RANGE

\$57,400 to \$74,893 annually

COMPETITION CLOSE DATE

Until suitable candidate is
selected

HOW TO APPLY

**Submit your cover letter and
resume email to:**
hr@woodlands.ab.ca

Please reference the competition
number.

We thank all applicants for their
interest. Only those selected for
interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

P: 1-888-870-6315 | E: hr@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3

Qualifications & Education Requirements

- Certificate or diploma in accounting, bookkeeping, business administration, or a related field is preferred.
- Equivalent combinations of education, professional development, and relevant experience will be considered.
- Experience in a municipal or public sector environment is considered an asset.
- Must obtain Incident Command System (ICS) 200 certification within the term of the position.

CONTACT US

P: 1-888-870-6315 | E: hr@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3