



The TOWNSHIP of  
**NORTH DUMFRIES**

## EMPLOYMENT OPPORTUNITY

### ACCOUNTS RECEIVABLE / REVENUE CLERK

If you're an experienced individual who is looking for a new career opportunity and challenges within a growing Municipality, then we invite you to consider joining the Township's Corporate Services Department in the Finance Division as an Accounts Receivable / Revenue Clerk. In North Dumfries you will find a career opportunity where you can be part of a Team of professional staff where a diversity of responsibilities exists.

The Township of North Dumfries is seeking applications for the position of an **Accounts Receivable / Revenue Clerk**. The recruitment of this position is to backfill for a vacancy.

The Township of North Dumfries is situated in the southern part of Waterloo Region, straddling the Highway 401 corridor adjacent the Cities of Kitchener and Cambridge. Due to our locational attributes, the Township of North Dumfries is poised for residential growth where development is already underway for the planned population of an additional 6,000 residents and over 2,300 new employment positions by 2031.

Reporting directly to the Treasurer / Director of Corporate Services, the Accounts Receivable / Revenue Clerk processes account receivable transactions, reconciles account receivable control accounts, and processes payments from customers. The Accounts Receivable / Revenue Clerk is also a cashier and completes cash / banking information. The role and responsibilities of the Accounts Receivable / Revenue Clerk are outlined in a job description available on the Township's website:

[www.northdumfries.ca](http://www.northdumfries.ca)

The ideal candidate will possess the following qualifications:

1. Post secondary education in accounting or business with a good working knowledge of standard accounting practices and collection techniques.
2. Minimum of five (5) years demonstrated experience working in a revenue or receivables environment, preferably in a Municipal sector setting;
3. Knowledge of computerized municipal accounting software.

The Township offers a competitive annual salary range of \$65,920.40 to \$80,134.60 for the Accounts Receivable / Revenue Clerk position. Wages will be determined through the experience and qualifications of the selected candidate.

Submit resumes with a cover letter before **4:30 pm. on Thursday July 2<sup>nd</sup>, 2026** to:

Andrew McNeely,  
Chief Administrative Officer  
106 Earl Thompson Road, 3<sup>rd</sup> Floor  
P.O. Box 1060  
Ayr, Ontario N0B 1E0  
[amcneely@northdumfries.ca](mailto:amcneely@northdumfries.ca)

If you need an accessible format, please email [ddonald@northdumfries.ca](mailto:ddonald@northdumfries.ca) or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

Artificial Intelligence (AI) technology is not utilized to assess or screen potential candidates.

We thank all candidates for their interest in this advertised position. All applicants will be notified of their status with respect to this recruitment.

Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection.