



## **The Corporation of the Township of Uxbridge Employment Opportunity**

### **Revenue Clerk Temporary Part-time (12 months)**

The Township of Uxbridge is seeking a qualified and experienced individual to join the Treasury Department in a part-time position of Revenue Clerk. Reporting to the Manager of Property Taxation, the Revenue Clerk will be responsible for processing Township Revenues and administering Accounts Receivable.

#### **Duties and Responsibilities:**

- Provide Customer Service, including cashier operations.
- Process all payments received by the Township.
- Assist with the administration of the Township's Accounts Receivable program, including invoicing, preparing customer statements, and payment processing.
- Perform other related duties as assigned in support of Treasury staff.

#### **Skills and Qualifications:**

- Post-Secondary diploma in Business, with a focus on Accounting
- Minimum 2 years of financial experience, preferably in a municipal setting.
- Demonstrated experience in cash handling and financial transaction processing.
- Computer proficiency in Microsoft Office. Experience with Microsoft Dynamics (Great Plains) would be considered an asset.
- Excellent customer service skills with the ability to interact effectively with the public in a courteous and professional manner.
- High attention to detail and accuracy.
- Strong organizational skills, with the ability to prioritize tasks, work independently, and meet deadlines.

#### **Hours and Work Location:**

- 25 hours per week (Monday to Friday 9:00 am to 2:00 pm)
- Work Location: Town Hall, 51 Toronto Street South, Uxbridge.

#### **Rate of Pay Range:**

- \$27.58 to \$32.27 per hour

If you are interested in joining our team, please forward your resume and detailed cover letter, clearly identifying the position title in the subject line, by October 31, 2025, at 4:30 pm



to:

Susan Straughan, Manager of Property Taxation & Revenue  
Township of Uxbridge  
P.O. Box 190  
51 Toronto Street South  
Uxbridge, On L9P 1T1  
email: [sstraughan@uxbridge.ca](mailto:sstraughan@uxbridge.ca)  
telephone: (905) 852-9181 (ext. #216)

We thank all applicants for their interest, however only those being considered for an interview will be contacted.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario *Human Rights Code*. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

If you require accommodation at any time throughout the employment activities process, please contact us at: 905-852-9181 ext. 209, [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca) or by visiting [www.uxbridge.ca](http://www.uxbridge.ca) and we will make every effort to provide appropriate assistance pursuant to the Township of Uxbridge Employment Activities Accommodation policy.