



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD  
JOB OPPORTUNITY  
CORPORATE SERVICES & FINANCE  
REVENUE SERVICES COORDINATOR  
FILE #: 2018-52**

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The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the full-time, permanent position of Revenue Services Coordinator. Reporting directly to the Revenue Services Supervisor/Tax Collector, the Revenue Services Coordinator is responsible for responding to all email and telephone customer inquiries, maintaining and updating customer account and payment plan information, processing payments and collecting outstanding accounts.

The ideal candidate will possess the following qualifications:

- Post-secondary education in Business Administration, Accounting, Finance or related discipline with 2 years of related experience including collections; municipal experience preferred
- Strong organizational and time management skills with the ability to multi-task and manage competing priorities with strong attention to detail
- Excellent interpersonal, communication and customer service skills with the ability to exercise tact, diplomacy and good judgment at all times
- Proficiency in Microsoft Office, financial software applications and other related databases, accounting concepts including knowledge of Electronic Funds Transfer (EFT) transactions
- Proof of satisfactory Criminal Background Check

The current hourly rate of pay this position is \$23.63 to \$24.77 per hour as per Band 6 of CUPE Local 2275's Collective Agreement. Compensation also includes a comprehensive benefit package and membership in OMERS. Please submit your cover letter and resume prior to **4:00 pm on November 9, 2018** to [careers@pecounty.on.ca](mailto:careers@pecounty.on.ca).

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.