



Revenue Coordinator

Are you looking for a new opportunity where you can be part of building the future in a growing community? If you are, East Hants is the place to be!

The Municipality of East Hants is an employer of choice offering diverse career growth, modern facilities, a fun and innovative continuous improvement culture, and a Flexible Work policy to promote work-life balance. The main Municipal office is located at the Lloyd E. Matheson Centre in Elmsdale, NS.

We are recruiting for a Revenue Coordinator to join our team.

Reporting to the Manager of Accounting, the **Revenue Coordinator** is responsible for overseeing tax and water billing, accounts receivables, customer service, and reception functions in the Finance Department. This role has three direct reports: the Administrative Services Clerk, the Utility/Accounts Receivable Clerk, and the Tax Administrator.

Responsibilities:

- **Supervision:** Coaching, training, and assisting with the setting of key goals and targets for direct reports.
- **Billing Administration:** Manage the tax billing process and provide oversight to the water billing process. Provide assistance and back-up for billing related functions in the department.
- **Internal Accounting:** Assist with budgeting, monthly, and year-end duties relating to billing. Maintenance of databases. Support SAP testing, including annual upgrades.
- **Customer Service:** Oversee scheduling of front desk coverage and manage general customer service issues. Ensure customers have a positive experience, and make recommendations on process improvements to Manager of Accounting.

Qualifications:

- Bachelor's Degree in Commerce/Business with a specialization in accounting
- Preference will be given to those who have taken some accounting courses in pursuit of a professional designation
- Two (2) years of experience leading a team of accounting administrative professionals
- A minimum of two (2) years related experience
- Strong technical skills including advanced fluency in Microsoft Office Suite
- Experience with accounting systems, SAP an asset
- Detail-orientated

For a complete job description and information on how to apply, visit easthants.ca/employment

Salary Range: \$59,598 - \$74,496 /annually

Deadline to apply: February 15, 2023

If you require an accommodation to assist in the application process, please contact Human Resources at jobs@easthants.ca or (902) 883-6203