



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!

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.

What you can bring:

- 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

What we can offer:

- A culture of teamwork, trust, and service excellence.
- A collaborative, solutions-based work environment, with a high degree of autonomy.
- A commitment to personal and team professional development.
- Benefits package including a Health Care Plan with Virtual Doctor service included, Dental, Disability, Life Insurance, Registered Pension Plan, Employee Assistance Program.
- Working with, supporting, and developing a team that is passionate about serving a community.
- The excitement of being part of building the future of recreation in a fast-growing Municipality.

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

Salary Range: \$65,081 - \$81,350 /annually

Deadline to apply: Open until filled. Resumes will be reviewed beginning February 24, 2025.

If you require an accommodation to assist in the application process, please contact Human Resources at jobs@easthants.ca or (902) 883-6216.