

The Town of Perth is currently recruiting for a

Receptionist/Finance Administrative Assistant



Posting Date: Wednesday, June 10, 2026
Closing Date: Friday, June 19, 2026, at NOON
Salary Range: \$28.91 to \$33.17 per hour
Hours of Work: 36.25 per week
Classification: Union and Pay Panel C
Status: Full-Time and Permanent

This job posting is for not for an existing vacancy.

The Town:

At the Town of Perth, we offer exciting employment opportunities in a workplace that values diversity, collaboration, and community engagement. Working with us means being part of a team that makes a real difference in the lives of our residents. Whether you're starting your career or looking for new challenges, we can't wait for you to join us!

The Opportunity:

The Receptionist/Finance Administrative Assistant serves as the first point of contact for residents, visitors, staff, and external stakeholders. This role delivers professional and responsive customer service while supporting the Finance Department with accounts receivable, payment processing, billing administration, and general administrative duties.

This position requires exceptional customer service skills, strong organizational skills, attention to detail, financial accuracy, and the ability to manage multiple priorities in a fast-paced municipal environment.

What you will do:

Reception and Customer Service:

- Perform all duties in accordance with applicable legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies, and by-laws.
- Serve as the primary point of contact at Town Hall, in person, by telephone, and electronically.
- Greet and assist residents, ratepayers, contractors, vendors, and visitors in a professional and courteous manner.
- Respond to general inquiries related to municipal services, taxes, utilities, permits, and programs, or direct inquiries to appropriate staff.

The Town of Perth is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the [Human Resources Administrator](#) as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Administrator](#).

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- Receive, sort, and distribute incoming mail, courier deliveries, and correspondence.
- Maintain a clean, organized and professional reception and public service area.

Finance and Accounts Receivable Support:

- Process payments, for taxes, utilities, permits, licenses, invoices, and other municipal services.
- Issue receipts and balance daily cash drawers across all payment types including cash, cheque, debit, and electronic payments.
- Ensure accuracy and completeness of all financial transactions in accordance with municipal policies.
- Assist with accounts receivable, including invoicing, payment tracking, account maintenance and collection follow.
- Support tax and utility billing administration and maintain accurate customer records.
- Prepare deposits and reconcile payment records.
- Monitor and process contents of the overnight drop box.
- Process and record deposits related to municipal services (e.g., pool, landfill, museum).
- Print and code electronic payments received.
- Support finance related data entry, filing, and record management.
- Assist with month end and year end finance related activities as required.

Administrative Support:

- Provide general clerical and administrative support to the Finance Department.
- Prepare correspondence, reports, spreadsheets, forms, and meeting materials.
- Maintain confidential financial and personal information in accordance with legislation and municipal policies.
- Support records management and document retention procedures.
- Order and maintain office supply inventory.
- Assist with special projects and municipal functions, including elections and tax sales, as assigned.
- The above generally describes the responsibilities involved with the position, however, is not intended to be an exhaustive list.

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What you will need:

- Education and Experience
- A one-year Community College Certificate (minimum level of education required for position). More would be considered an asset.
- One (1) years' experience required, preferably in a municipal or customer service environment. More would be considered an asset.
- Experience in cash handling, accounts receivable, and payment processing.

Knowledge and Technical Skills:

- Knowledge of municipal operations, taxation, utility billing, and municipal finance processes is an asset.
- Experience with municipal financial systems (e.g. Great Plains, Dynamics 365, Diamond, or similar) is an asset.
- Proficient in Microsoft Office including Word, Excel, Outlook and Teams.

Core Skills and Abilities:

- Strong customer service and interpersonal skills.
- Excellent organizational skills with high attention to detail and accuracy.
- Effective communication skills, both verbal and written.
- Ability to manage multiple priorities and meet deadlines.
- Strong judgement, problem-solving, and decision-making skills.
- Ability to work both independently and collaboratively.
- High level of professionalism, confidentiality, and discretion.

Key Competencies:

- Customer service Excellence
- Attention to Detail and Accuracy
- Communication skills
- Organization and Time Management
- Problem Solving
- Confidentiality and Professionalism
- Adaptability and Teamwork

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What we are offering:

The Town of Perth is proud to offer the following benefits with this job:

- Medical and dental coverage
- Vision care
- Mental health coverage
- Wellness promotion account
- OMERS membership
- Paid vacation leave
- Paid sick/personal leave

The Next Step:

If you have the necessary skills, experience, and qualifications, and you can support our core values, we invite you to submit your application using the apply now link below.

[APPLY NOW](#) or visit our [Employment page](#) for other opportunities.

The Town of Perth does not use artificial intelligence to screen, assess, or select applicants for this position. All applications are reviewed by members of our hiring team.

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