



JOB POSTING

BILLING AND ADMIN CLERK (PART-TIME)

Quality Tree Service Inc. is a subsidiary of Halton Hills Community Energy Corporation, based in the Town of Halton Hills. We are currently seeking a dynamic, highly motivated individual to fill the position of **Billing & Administrative Clerk (Part-Time)**. This position reports to the Financial Controller and will be responsible for providing invoice billing and administrative support.

Key Responsibilities:

- Billing for arborist services provided to residential, commercial, municipal, regional and other utility customers.
- Process work order billing by fixed quote, hourly or contract basis.
- Issue invoices to customers and follow up on all invoices and/or billing inquiries.
- Complete monthly billing reports, reconciling to YTD figures.
- Record and apply all payments, including VISA.
- Perform collections and maintain collection notes on Accounts Receivable.
- Coding of Accounts Payable invoices.
- Manage and track Ontario One Call locate submissions for safe and legally compliant work executions.
- Maintain training records and coordinate employee training bookings to assure safety, regulatory, and operational standards.
- Coordinate clothing orders for staff to provide personal protective equipment in compliance with safety regulations and professionalism.
- Assist with bids for contracted work by compiling documentation and cost lists to secure new business and maintain competitive pricing.
- Manage the sentinel light tracking process; Arrange new sentinel light installations or repairs as needed.
- Track and maintain vehicle documentation to guarantee compliance standards and reduce operational risk/hazards.
- Coordinate hotel bookings for staff to confirm efficient travel management, proper scheduling and cost control.
- Administrative and other tasks as assigned to assure smooth departmental operations and dynamic workflow as needs arise.

Skills and Qualifications:

- Accounting diploma or similar bookkeeping experience
- A minimum of intermediate skills in Excel
- Financial analysis understanding; Ability to interpret data from various sources
- Familiar with ERP systems and accounting software, particularly Microsoft GP
- Strong detail orientation; Ability to be precise when entering and interpreting data
- Excellent critical thinking and decision-making skills to comprehend next steps
- Experience in customer service; High level of communication skills
- Superior time management; capability to be efficient with tight deadlines and multiple tasks
- High adaptability skills; Adjust to procedures effectively and quickly

What we offer:

- ✓ Flexible work arrangement
- ✓ Working in an environment with a strong commitment to safety
- ✓ Training and development support and opportunities
- ✓ Exposure to a wide variety of projects

Application Instructions:

- Email your detailed resume, in confidence, to hr@qualitytree.ca;
- Use **ADMIN CLERK** for your subject line;

Quality Tree Service is an equal opportunity employer. Accommodation is available under the *Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. Applicants need to make their required accommodations known in advance.

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