

# Job Description

## Accounts Receivable Clerk

## **PURPOSE OF THE POSITION**

The Accounts Receivable Clerk is responsible for providing financial, administrative and clerical service in order to ensure effective, efficient and accurate financial and administrative operations. The Accounts Receivable Clerk must comply with established policies and procedures.

## **SCOPE**

The Accounts Receivable Clerk reports to the Accounting Administrator and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that finances are accurate and up to date, and that staff is paid in a timely manner.

## **RESPONSIBILITIES**

1. Perform the day to day processing of financial transactions to ensure that finances are maintained in an effective, up to date and accurate manner.

### **Main Activities:**

- Verify that transactions comply with financial policies and procedures
- Prepare, verify, and process invoices and coding payment documents
- Prepare batches of invoices for data entry
- Process backup reports after data entry
- Maintain listing of accounts receivable
- Maintain the general ledger
- Maintain updated customer files
- Print and distribute monthly financial reports
- Prepare and reconcile daily bank deposits

2. Complete payroll functions in order to ensure that staff are paid in an accurate and timely manner

### **Main Activities:**

- Establish and maintain confidential casual employee files
- Calculate salaries and benefits
- Verify pay amounts, hours of work, deduction, etc.
- Verify coding and obtain signatures
- Batch pay sheets for data entry
- Data enter payroll information
- Log in and distribute pay checks
- Prepare and remit source deductions and payroll tax

**3. Provide administrative support in order to ensure effective efficient office operations**

**Main Activities:**

- **Maintain a filing system for all financial documents**
- **Ensure the confidentiality and security of all financial and employee files**
- **Correspond with withholding agents**
- **Complete verification of employment requests**
- **Prepare quarterly payroll tax and sales tax returns**
- **Prepare parking inventory and reconcile funds when necessary**
- **Maintain current inventory listing**

**4. Provide receptionist services, as needed**

**Main Activities:**

- **Greet and assist visitors**
- **Answer phones**
- **Direct calls and respond to inquiries**
- **Collect money and provide receipts**

**5. Perform other related duties as required**

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must possess knowledge in the following areas:

Knowledge of office administration and bookkeeping

Knowledge of accounts receivable and maintaining general ledgers

Knowledge of payroll functions and procedures

Ability to maintain a high level of accuracy in preparing and entering financial and payroll information

Confidentiality concerning financial and employee files

### **SKILLS**

The incumbent must demonstrate the following skills:

Excellent interpersonal skills

Team building skills

Bookkeeping skills

Analytical and problem solving skills

Effective verbal and listening communication skills

Attention to detail and high level of accuracy

Very effective organizational skills

Effective written communications skills

Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs, and e-mail at a high proficient level

Stress management skills

Time management skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties in the Accounting Office. The incumbent must also demonstrate the following personal attributes:

Be honest and trustworthy

Be respectful

Possess cultural awareness and sensitivity

Be flexible

Demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through completion of bookkeeping and office procedures coursework combined with related financial and administrative experience. Equivalencies will be considered.

**WORKING CONDITIONS**

**PHYSICAL DEMANDS**

The Accounts Receivable Clerk will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Accounts Receivable Clerk will also have to do some lifting of supplies and materials from time to time.

**ENVIRONMENTAL CONDITIONS**

The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

**SENSORY DEMANDS**

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

**MENTAL DEMANDS**

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

**CERTIFICATION**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Supervisor's Title*

\_\_\_\_\_  
*Printed Name                      Date*

\_\_\_\_\_  
*Supervisor's Signature              Date*

*I certify that I have read and understand the Responsibilities assigned to this position.*

*I certify that this job description is an accurate description of the responsibilities assigned to the position.*

\_\_\_\_\_  
*Chief Executive Officer                      Date*

*I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.*

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position*