

ACCOUNTS RECEIVABLE CLERK

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Accountant, the Clerk processes all Board and NECTAR Foundation invoices; processes petty cash claims; assists with various account analyses; responds to inquiries; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Processes invoices for Board and Nectar Foundation:

- maintains vendor files
- confirms or calculates invoice figures
- verifies contract revision adjustments for Facility Rental Invoices
- issues credit adjustments
- calculates applicable GST
- enters invoices in Miscellaneous Receivable System and produces a preliminary report
- prints and distributes invoices
- prepares cheque requisitions and payments for refund of overpayments
- verifies batch balance reports

Processes Petty Cash claims:

- verifies expenditures, approvals and amounts claimed
- assigns a budget number to claim rebates
- issues non refund/adjustment memos, as required
- submits to Accountant for approval
- batches payments, assigns numbers and enters in the Budgetary Accounting System

Assists with various account analyses:

- produces Summary Invoice Reports for Nectar
- prepares Invoice Reports
- monitors and records operating costs relating to leased Board properties
- prepares other reports and data entry, as assigned by the Accountant
- prepares journal entries
- conducts non board funds account analysis and background research

Responds to inquiries:

- replies to inquiries from staff, school and organizations re: account balances, contract revisions, payment schedules, etc., or refers to appropriate person

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- 2 years of related experience
- Effective telephone and interpersonal skills
- Good organizational skills
- Good keyboarding skills (60 w.p.m.)
- Proficiency in using PC applications would be an asset

Individuals who possess an equivalent combination of education and experience may also be considered.