

## **Job Title: Accounts Receivable Clerk**

Reports To: Deputy Treasurer

Directly Supervises: no employees

Status: Permanent Full-time

Rate of Pay: Per Collective Agreement LOCAL 71, CLC (2021: \$27.17-\$28.46)

Location: 171 Fourth Ave, Cochrane, ON, P0L 1C0

**Application Due Date: September 16<sup>th</sup> before 2:00pm**

**Start Date: ASAP**

### **Position Summary:**

Reporting to the Deputy Treasurer, this role will be responsible for all billing, collection, and customer service needs of the municipality. Examples of fees include airport, landfill, childcare, cemetery, licence, as well as setting up receivables for government funding, lease agreements, and any other receivable account as required to achieve departmental objectives. Other responsibilities include coordinating cemetery activities and licences (marriage, taxi, lottery), ensuring compliance of policies and HST/GST guidelines, sharing reception duties, filing, performing reconciliations, and other tasks as required.

### **QUALIFICATIONS:**

#### **Education, Experience, Certification & Licences**

- Completion of post-secondary education in business administration, accounting, or other related field or an equivalency in years of experience and education may be considered. Experience may include accounts receivable, accounting, or other relevant experience.
- Maintain a satisfactory vulnerable sector criminal reference check.
- Possesses a valid Ontario class G driver's license and access to a vehicle.
- A minimum of 2 years in accounts receivable, accounting, or other relevant experience.

#### **Knowledge, Skills, Abilities & Competencies**

- Proficient in Microsoft Office Suite (Word, Excel and Outlook) at the intermediate level.
- Ability to communicate effectively in both official languages, French and English, is a definite asset
- Exhibit solid communication and relationship building skills; excellent interpersonal/relationship skills.
- Excellent problem solving, organizational and time management skills.
- Strong ability to research, analyze information and make recommendations.
- Proven analytical and decision-making skills to identify solutions to non-routine problems of a sometimes-complex nature based on factual data.
- Ability to act independently within own area and effectively plan, coordinate, prioritize and execute tasks in a high-pressure environment.
- Demonstrated ability to respect the confidentiality of information and exercise tact and diplomacy.
- Ability to analyze general ledger account postings and prepare account reconciliations including required journal entries

### Summary of Position Responsibilities:

- Performing scheduled bank and mail duties
- Posting daily customer payments
- Ensuring policy compliance and GST/HST guidelines
- Issuing licences (Marriage, Lottery, Taxi, Pet)
  - Performing reconciliations
  - Ensuring completeness of applications and licence requirements
  - Collecting required fees
  - Coordinating appointments and work orders (as applicable)
- Transit ticket verification, issuance, and reconciliation
- Airport, landfill, and childcare fees
  - Monthly reconciliation
  - Providing payment requests (as applicable)
  - Issuing monthly invoices to customers
  - Processing pre-authorized payments
- Cemetery
  - Preparing work orders / coordinating with the Infrastructure Services department
  - Researching available plot and niche (columbarium) locations
  - Assisting customers with cemetery inquiries and burial arrangements
  - Coordinating with funeral homes (as needed)
- Researching and resolving undelivered correspondence, returns and credits, and other issues
- Communicating with internal departments and customers to resolve discrepancies, errors, and other inquiries
- Issuing invoices to customers
- Performing and reviewing various reconciliations
- Performing general office, filing duties and other tasks assigned by the immediate supervisor and department director
- Maintaining an accurate Records Management filing system and accurate customer database
- Responsible for training and providing support to co-workers on the AR function
- Open to receiving training and support from co-workers for cross-training opportunities
- Serving customers as part of rotational reception duties
- Performing other projects and duties as assigned