



Accounts Receivable Clerk Job Description

Department: Finance
Reports to: Finance Director

General Statement of Duties

Performs responsible paraprofessional accounting functions for the finance operations in the COG.

Distinguishing Features of the Class

An employee in this class is responsible for performing accounts receivable, data entry for general ledger, cash receipts, generating a variety of financial reports, and performing related fiscal duties. Work involves applying established accounting procedures, principles of bookkeeping, and basic fund accounting to the review and processing of accounting documents. Some judgment is required in selecting and applying appropriate procedures and a variety of manuals. Tact and diplomacy are required in dealing with grantors, coworkers and citizens in conducting Council business. Work is performed under regular supervision and is evaluated through observation, conferences, review of work, and audit of the records by an external auditor.

Duties and Responsibilities

Essential Duties and Tasks

- Processes all financial documents that support the accounts receivable functions including preparing invoices, submitting invoices/billing to grantors, producing periodic financial reports for drawdown requests, and maintaining files.
- Coordinates with program staff for processing of grantor payments with specific schedules.
- Prepares general ledger journal vouchers and cash receipts; assists with various posting, printing, and calculating of accounts for month and year-end closing, budget figures, and budget amendments; balances and reconciles some asset and liability accounts.
- Manage and reconcile revenues, including daily deposits and receivables.
- Files a variety of records and reports; searches records and reports for historical information.

Additional Job Duties

- Backs up other office staff.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of paraprofessional accounting principles and practices.
- Knowledge of the application of information technology including specialized financial software, spreadsheets, and databases and use of peripherals.
- Ability to compile, evaluate, and reconcile a variety of accounting records and reports as well as the ability to make arithmetic computations accurately and with reasonable speed.
- Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.
- Ability to develop and maintain working relationships with a variety of people, including grantors, general public, program participants, coworkers and supervisors.
- Ability to communicate effectively in oral and written forms and be able to set priorities and to manage time effectively for self and others as appropriate.
- Ability to meet deadlines.
- Accuracy in preparing entries, reports, etc.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.

- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to physically perform the basic life operational functions of lifting, grasping, fingering, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

- Graduation from a two year college with a major in accounting and considerable experience in an automated fiscal or accounting environment, preferably in the public sector; or an equivalent combination of education or experience.

Land of Sky Regional Council - 2022