

**JOB POSTING DETAILS**

<b>Job Title</b>	Account Receivable Clerk / Floater	<b>Job Type</b>	NA
<b>ES Job ID</b>	3572	<b>Duration</b>	NA
<b>Date Posted</b>	August 5, 2022	<b>Location</b>	Elliot Lake
		<b>Closing Date</b>	August 22, 2022

**Job Overview - Description & Duties**

The City of Elliot Lake is seeking applications for the position of Accounts Receivable Clerk/Floater. Reporting to the Director of Finance the Accounts Receivable clerk is responsible; for maintaining all records, files and correspondence related to accounts receivable clients; General receivables; for providing relief coverage to various front-line positions

**BASIC JOB DUTIES:**

1. Update and maintain all accounts receivable sub-ledgers and ensure they balance the general ledger.
2. Maintain a master file of names and addresses.
3. Check input sheets, prepare invoices and process adjustments.
4. Invoice according to the system in effect.
5. According to the system in effect and the cycle, add the interest calculations.
6. Maintain an updated list of aged receivables.
7. Prepare and distribute arrears notices and/or statements.
8. Encourage the collection of delinquent accounts.
9. Maintain all records in a confidential and orderly manner utilizing an approved method of safekeeping.
10. Respond to correspondence and inquiries related to the files.
11. Prepare audit work papers as directed.
12. Deal with software support to rectify programs and data as directed.
13. Control stationery stores through the system in effect.
14. Prepare statistics as requested.
15. Undergo cross-training to provide temporary coverage to other CUPE Local 170 front-line positions, including but not limited to roles in Treasury, Building/By-Law Enforcement, Public Works and Recreation
16. Other related duties as assigned.

**Required Skills**

- Two (2) year college diploma in Accounting, Business Administration, or related program or equivalent combination of education and experience.
- Minimum six (6) months to one (1) year of previous related experience.
- Computer skills including Microsoft Office Suite (Excel & Word). Microsoft Great Plains or enterprise accounting system knowledge is an asset.
- Excellent customer service, interpersonal, and communication skills.
- Above-average organizational skills, attention to detail and ability to solve problems
- Bilingualism (English/French) would be an asset.

**Other Requirements**

NA

**How to Apply**

To learn more about each position, submit your application, or view the qualifications, please visit the Indeed website at <http://www.indeed.com> and search the City of Elliot Lake.