



VACANCY POSTING

<p>POSTING #: CUPE-2020-43</p> <p>Posting Period: October 28 – November 9, 2020</p>	<p>EMPLOYEE GROUP: CUPE LOCAL 4700 (Haldimand)</p> <p>POSITION STATUS: Temporary Full-Time (until approximately March 26, 2021 with option to extend)</p> <p>Hours worked per week: 35</p>
<p>Position: Accounts Receivable Clerk</p> <p>Grade: 4</p> <p>Wage Rate: \$21.078 - \$24.401 (January 2020 range)</p>	<p>Department / Division: Financial & Data Services / Finance</p> <p>Location: Cayuga, Ontario</p>

PURPOSE OF POSITION:

Reporting to the Supervisor, Accounting Services, the incumbent will:

- undertake activities related to the collection of revenue for the Corporation, including but not limited to:
 - receiving all invoice requests
 - applying interest to outstanding accounts
 - making adjustments to invoices
 - preparing journal entries
 - sending out statements
 - responding to inquiries concerning accounts receivable and property taxes,
 - assisting in the preparation of journal entries, account analysis, reconciliations and working papers

EDUCATION & EXPERIENCE:

- Grade 11 plus an additional vocational programme of up to one year, or Grade 12 graduation, or equivalent.
- PLUS
- Minimum of at least one year, up to and including two years of previously related experience and orientation, training and adjustment on the job itself.
- Or equivalent to the above.

KNOWLEDGE & SKILLS REQUIRED:

- Understanding of general accounting principles
- Ability to understand written or verbal work orders and instructions
- Very good communication skills (both oral and writing)
- Proven initiative
- Good interpersonal skills
- Ability to work as a member of a team
- A Valid Ontario Driver's licence

COMPUTER EXPERTISE:

The incumbent must possess introductory and intermediate level computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their:

- proven ability to apply essential functions of desktop software to create simple spreadsheets, documents

- send and receive emails
- use Internet for research
- file management
- and / or require introductory to intermediate knowledge of department or division-specific software to accomplish job tasks

Accountabilities / Tasks

Include, but are not limited to, the following:

- Process invoice request forms and issue monthly A/R billings and statements
- Process A/R adjustments on account
- Process accounts receivable credit check application forms
- Perform ongoing A/R customer file maintenance and account reconciliation
- File information in both hard copy and electronically to ensure it is available and current
- Assist with tax billing and collection
- Verify bank deposits
- Monitor electronic debit/credit transactions contract and issues with payment terminals
- Assist in depositing daily receipts at local branch of Haldimand County's bank
- Respond to inquiries from staff and customer account holders
- Process name, address and legal changes on tax accounts that are received from legal profession and MPAC
- Review arrears on a regular basis and provide reports to Supervisor
- Send arrears to collection agency or to tax section to place on property tax account
- Perform a variety of accounting tasks such as preparing journal entries, account analysis, reconciliations and working papers
- Provide back-up to the Tax Clerk and Customer Service Representative on an as required basis
- Provide input into the development of appropriate Accounting Services policies and procedures / forms
- Undertake projects / tasks as assigned from time to time

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | NO |
| - a pre-hire physical | NO |

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.