



Employment Opportunity

Accounts Receivable Clerk Permanent Full-time

General Description:

Working as part of a team in a fast paced environment where the main responsibility is to ensure accuracy and efficiency of operations, processing and monitoring incoming payments, and securing revenue by verifying and posting receipts in compliance with Alderville First Nation policies and procedures.

Key Job Functions:

- Processing accounting receivables and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivable data
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify discrepancies by and resolve clients billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting customers
- Generate financial reports detailing accounts receivable status
- Developing and maintaining respectful, positive and supportive relationships with staff, members and clients
- Reception duties as required

Qualifications:

- Completion of Post-Secondary education and/or industry courses relevant to Accounting or Finance with 1 – 2 years of experience in the field or a related field
- Basic understanding of principles of finance, bookkeeping and accounting
- Strong attention to detail, accuracy and organizational skills
- Familiarity with accounting programs and software such as Sage 300
- Proficiency in Excel and other MS office applications
- Strong listening, oral and written communication skills
- Self-motivator with ability to work independently and in a team environment
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer
- Preference will be given to Aboriginal applicants, however this is an open competition

Deadline to Apply: **Thursday, February 15, 2018 at 4:00 PM** - late applications will not be considered.

How to Apply:

- Submissions should be addressed to Melissa Levesque, HR Manager and **MUST** include a cover letter, resume, salary expectations and 3 work-related references:
 - E-mail to: mlevesque@alderville.ca
 - Fax to: (905) 352-3242, or
 - Applications can be delivered to the reception area of the Alderville First Nation main office at:

Alderville First Nation
11696 Second Line Road, P.O. Box 46
Roseneath, Ontario K0K 2X0

RE: Accounts Receivable Clerk

Contact Karen Blaker or Melissa Levesque for more info and job description at (905) 352-2011.

**We thank all who apply however only those selected for an interview will be contacted.
Chief and Council retain the right to make the final decision on the selection of the successful candidate.**