



# SENIOR ACCOUNTS CLERK (ACCOUNTS RECEIVABLE)

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

Reporting to the Assistant Secretary-Treasurer, the Senior Accounts Clerk (Accounts Receivable) performs a variety of accounting functions in the Business Services Department in accordance with applicable regulations, policies and procedures, using a computerized accounting system; trains and assists school Administrative Assistants; and responds to inquiries related to school district finance procedures.

## SPECIFIC RESPONSIBILITIES

- Responsible for all facets related to the district accounts receivable (AR) function, including but not limited to invoicing, AR reporting, collections, and managing relations with external partners.
- Oversee all facets related to purchase order processing.
- Responsible for overseeing district purchase card program; provide training and support. to cardholders, confirms adherence to cardholder agreements and submission deadlines; works with cardholders to resolve issues in a timely manner.
- Ensures timely and accurate processing of accounts payable (AP) invoices including coding, data entry, matching of invoices to purchase orders, confirmation of receipt of goods, and reconciling vendor statements.
- Generates, reviews and verifies accuracy of various AP reports and batches; prepares cheques and electronic direct deposits, obtains appropriate approvals, maintains the batch sequence log for cheques issued, and ensures all numbers are accounted for.
- Responsible for completing and filing year-end tax forms for payments issued to contractors and other individuals.
- Prepares and processes journal entries as necessary.
- Provides training and support to school and department Administrative Assistants as required.
- Compiles, inputs, and extracts data into various spreadsheet and report formats.
- Assists with processing of working papers for general ledger accounts and provides data for external audit preparation.
- Provides backup support to Payroll Technicians and Senior Accounts Clerk (Accounts Payable), as required.
- Assists with other duties in the Business Services department as required.

## QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience including three years recent related office administration and bookkeeping experience.

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- Three years current experience processing accounts payable/receivable.
- Demonstrated knowledge and proficiency with processing high volume accounts payable/receivable, reconciliations, and an intermediate to advanced knowledge of bookkeeping and accounting procedures.
- Advanced knowledge of relevant software programs (Excel, Word, Outlook), and experience with enterprise software systems.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all school district staff and external parties.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.
- Strong analytical, math, and problem-solving skills with attention to detail to ensure accurate results.

## **REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- One-year administrative assistant/bookkeeping diploma or certificate program (approximately 700 to 1100 hours of instruction).
- A clear Criminal Record Check to be updated every five years.

## **RELATIONSHIPS**

- Liaises and works in cooperation with other administrative assistant colleagues.
- Frequent interaction with other school district employees and vendors as required.

## **REPORTING STRUCTURE**

- Reports to the Assistant Secretary-Treasurer.

## **THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT**

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

## **CLASSIFICATION**

- This position's classification is Senior Accounts Clerk and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.