# ACCOUNTS RECEIVABLE AND PAYABLE CLERK

# JOB DESCRIPTION

## REPORTING RELATIONSHIPS

Reports to: Director, Finance and Facilities

## POSITION SUMMARY

The Accounts Receivable and Payable Clerk processes revenue, cash/banking information, and accounts receivable and accounts payable transactions, administers customer account collections, reconciles accounts receivable and payable control accounts, and generates payments to vendors and payees. This position also makes recommendations for process improvements in accounts receivable and payable. This is a unionized position.

## KEY ACCOUNTABILITIES

- Processes accounts receivable and revenue collection functions, including preparing, printing and posting invoices, following up on outstanding invoices and administering collection agency contract
- Performs transaction processing related to accounts receivable payments, revenue collection and bank deposits
- Administers point-of-sale (POS) system, resolving any associated problems
- Coordinates armoured car services for bank deposits at all locations
- Processes accounts payable invoices and expense claims for payment by matching and verifying with purchase orders, requisitions, packing slips, vendor statements and receipts and entering staff reimbursements into import template
- Ensures accounts payable invoices and expense claims are accurate, properly coded and authorized for payment
- Performs transaction processing related to accounts payable
- Generates payments, ensures cheques are authorized according to library policy and distributed to payees
- Ensures completeness and accuracy of all accounts receivable and accounts payable databases and files, including monthly, periodic and annual reconciliation of control accounts
- Makes recommendations for continual process improvements and ensures that procedures are documented
- Ensures accurate processing to accounts in compliance with appropriate policies and procedures, with correct application of taxes
- Responds to enquiries from external and internal customers

- Provides month end and year end accounting support, as required
- Promotes a safe workplace; ensures that all established safety procedures are followed.
- Fosters and maintains positive working relationship with the Director of Finance and Facilities, Library staff, vendors, customers, the public and external organizations.
- Performs other related duties as required

## WORKING CONDITIONS

- Office environment;
- Occasional travel as required;
- Overtime

## TOOLS AND EQUIPMENT

- Proficient in various software applications such as MS Office and accounting programs; excellent excel and word
- Standard office equipment such as multi-function printer and computer

## REQUIRED EDUCATION AND EXPERIENCE

First year of CPA program and two (2) years of related experience or an equivalent combination of education and experience

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience working in a general bookkeeping or accounting position specifically in the areas of accounts payable and accounts receivable
- Proficiency and experience with spreadsheets (MS Excel) and word processing (MS Word)
- Experience working in a highly computerized environment and processing financial transactions using an enterprise resource planning (ERP) system and/or accounting software
- Experience working with large volume of transactions and in complex systems, requiring a high degree of speed, accuracy and attention to detail
- Knowledge and understanding of sub-ledgers and how they translate to general ledgers
- Understanding of the principles of accounts receivable processes and systems, POS systems, cash, taxation and account collection
- Understanding of the principles of accounts payable processes, systems and taxation
- Excellent communication (verbal and written), interpersonal, and customer service skills are required
- Ability to work independently, set priorities and meet deadlines
- Ability to use independent judgment and discretion and organize workloads
- Ability to maintain confidentiality

- Ability to adapt, troubleshoot, research solutions and make recommendations to improve work efficiencies.