



# Job Description

## Accounts Receivable Clerk

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Manager of Finance

**TITLE OF IMMEDIATE SUBORDINATES:** Could vary by assignment

**DEPARTMENT:** Finance

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### SUMMARY OF POSITION:

The Accounts Receivable Clerk (AR Clerk) provides support to the Finance department by assisting all Accounts Receivable functions and other Finance duties as assigned.

The AR Clerk is responsible for supporting accounts receivable, including data entry, maintaining accounts, and credit balances. In addition, the AR Clerk will be called upon to maintain and update spreadsheets, and perform other administrative duties for the Finance Department.

Success in this position requires a high level of organization and flexibility as the individual will be called upon to manage multiple competing priorities. This position involves diplomatic interaction to provide financial information and support to staff and vendors.

### ROLE AND RESPONSIBILITIES:

1. Generates quarterly and annual water billings for the RDCK utility services.
2. Maintains accurate customer billing information in various finance software applications.
3. Responsible for entry, maintenance and generation of pre-authorization payment plan programs related to water billing.
4. Sets up and maintains quarterly and annual metered water accounts.
5. Processes payment of customer billing and applies penalties on unpaid accounts as per established processes.
6. First point of contact with the public for water accounts receivable queries.
7. Responsible for entry and data maintenance for reporting to government authorities of Carbon submissions.
8. Supports the Finance Manager and other finance staff as required.
9. Performs other related duties as assigned.

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Minimum three (3) years combined work experience in administrative and accounts receivable positions, including at least two (2) years in an accounts receivable position (preferably in the context of local government environment)
- High school graduation or acceptable equivalent
- Cash handling experience, including cash, debit and cheque, and the ability to balance a float and make deposits
- Current BC Drivers License
- Satisfactory Criminal Record
- Related accounting or book keeping courses would be considered an asset
- Previous experience using Tempest would be considered an asset

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong customer service orientation
- Knowledge of best-practice accounts receivable processes
- An acceptable level of proficiency with MS Office Suite, including Word, Excel and Publisher
- Previous experience using accounting software with the ability to learn and become proficient in new systems
- Excellent organizational skills with the ability to work on multiple tasks and meet deadlines
- Demonstrated ability to work independently but within a consultative teamwork approach
- Knowledge of office practices, procedures and equipment
- Ability to maintain and preserve confidentiality, and act with tact and diplomacy
- Proven ability to maintain composure and work effectively under pressure and when assisting others
- Willingness to learn and adapt to change
- Ability to work within established RDCK policies and procedures
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name                      Employee Signature                      Date

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Employer Representative Name                      Employer Representative Signature                      Date