



Job Posting

Regional District of Central Kootenay
Nelson, BC

ACCOUNTS RECEIVABLE CLERK

Full-Time—Benefited

The Regional District of Central Kootenay (RDCK) is inviting applications for the position of Accounts Receivable Clerk (AR Clerk) in our Nelson office.

The AR Clerk is responsible for supporting the Finance department in 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.

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

REQUIRED TRAINING 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
- 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

This is a full-time benefited position working 35 hours per week. The normal starting hourly rate for this position is \$28.73 with a range from \$27.48 to \$31.22 based on experience. The full benefits package includes extended health and dental, short & long term disability coverage, life insurance plus 3 weeks paid vacation time to start and enrollment in the Municipal Pension Plan when eligible (as per MPP rules).

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 customers.

This posting along with a detailed job description can be found on our website at www.rdck.ca/jobs.

Applications will be accepted until **9:00 am Monday, May 27, 2024**.

To apply please complete our online form that can be found here: [Employment Application](#).

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information contact:

humanresources@rdck.bc.ca | 250.352.8150

or visit rdck.ca/jobs to apply