



Department: Finance

Position: Accounts Receivable Clerk

Starting Salary: \$34,200 (Salary based on qualification and experience)

Date: February 5, 2024

General Nature of Work:

Perform accounting functions in the processing, maintenance, and review of accounts receivable, financial records including posting, reviewing, and processing financial transactions

Organize accounts and incoming payments ensuring their compliance with our financial policies and detecting any potential inconsistencies

Reconcile the accounts receivable ledger to ensure all payments are accounted for and properly posted

Facilitate payment of invoices due by sending bill reminders and contacting clients

Prepare financial statements and reports on accounts receivable statuses

All other duties as assigned

Training and Experience:

Must be a high school graduate or equivalent with a general knowledge of accounting procedures, preferably with 1-2 years of experience in accounts receivable. Must have excellent data entry and numerical skills with a high degree of accuracy and close attention to detail.

If you feel you qualify for the above position, you must report to the Human Resources Office to indicate your interest by filling out an interest form.

Position openings are to remain posted for three (3) working days before the position is filled so that all qualified employees will have an opportunity to apply.