



## **JOB DESCRIPTION**

Salary Grade: 5 CUPE 1328
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**Job Title:**  
**Accounts Receivable Clerk**

### **PRIMARY FUNCTION**

The primary purpose of this job is to maintain, reconcile and update account receivable sub-ledgers; to perform duties as custodian of petty cash; to process receipts daily; and to prepare detailed spreadsheets for Board-wide utility payments (e.g. Enbridge and Hydro).

### **MAIN RESPONSIBILITIES**

1. Maintain, reconcile and update accounts receivable sub-ledgers by:
  - posting payments on the SAP financial system daily
  - verifying tax codes on all payments
  - calculate totals of monies received to balance with the main ledger
  - analyzing accounts receivable ledgers and following up on outstanding overdue amount
  - comparing main ledger to customer-type reports (sub-ledgers)
  - ensuring that correct account codes or cost centres are posted – adjusting when correction is required
  - cross-referencing on multiple computer screens in the SAP system accounts (e.g. customer account and balance; cash receipts; G/L enquiries etc.)
2. Perform duties in preparing receipts for daily bank deposit by:
  - receiving cash/cheque receipts daily (e.g. payments for services shared or provided by TCDSB; recoverable salaries; school rental from Adult Education Department etc)
  - verifying cheques received for accurate information (e.g. date, signature and corresponding amount)
  - posting receipts entries to the correct account in the SAP financial system

- preparing deposit book for bank deposit
3. Establish and maintaining customer accounts by:
- setting up customer accounts based on type of customer (e.g. regular, individual, Government, new or “other”)
  - creating new invoice for each customer
  - mailing invoice
  - reconciling customer accounts from monthly report
  - responding to and resolving customers’ enquiries regarding payments and late payments
  - sending reminders on a monthly basis outstanding receivable
  - summarizing payment history for customer when required
  - preparing vendor data files on spreadsheet for upload on to the computer system (SAP)
4. Process and maintain petty cash for CEC by performing duties such as:
- receiving petty cash vouchers with receipts attached
  - providing cash payments as required
  - managing petty cash cash-flow on a daily basis
  - justifying all transactions involving pink vouchers and cheque requisitions
  - obtaining approvals for requisitions from the Manager for petty cash
  - cashing petty cash cheques
5. Prepare Accounts Receivable Report for Year-End and Audit.
6. Perform any other duties as required or requested.

**SKILL**

- Secondary School Diploma with accounting courses, equivalent to one year post secondary, or equivalent.
- 1 – 2 years related experience

**EFFORT**

- Complexity in prioritizing the fluctuating workflow to meet due dates; complexity in investigating, verifying and locating missing information; identifying what needs to be done to correct a problem with an invoice.
- Visual concentration on computer (65%). Manual dexterity required when using calculator.

**RESPONSIBILITY**

- Accountable for maintaining sufficient petty cash and deciding when cash should be replenished.
- Independence action in making corrections involving receivable discrepancies (e.g. account or location code) when required. Check, record and deposit a heavy volume of cheques from various sources.
- Errors in coding of accounts, creating invoices, duplicate billings, overpayment of petty cash, misplacement of cheques, entering wrong information on spreadsheets, would cause loss of time to make corrections and financial loss to the Board.
- Contacts with department staff in performance of duties, contacts with other Board personnel to exchange information. Contact with banking staff when acquiring funds for petty cash.

**WORKING CONDITIONS**

- Open office concept environment. Noise and odour from cafeteria.
- Stress from monthly balancing of accounts and daily maintenance of large volume of invoices to be processed. And constant interruptions from customers making enquiries.