



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Accounts Receivable Clerk

DEPARTMENT: Finance Department
SUPERVISOR: Senior Financial Accountant
TERM: Full Time
REFERENCE #: 2019 - 032

PURPOSE OF POSITION:

The Accounts Receivable Clerk is responsible for assistance with a variety of financial tasks to support the accounts receivable function within the Finance Department for TteS and its related entities.

DUTIES AND RESPONSIBILITIES:

- Provides efficient and effective bookkeeping, clerical and some administrative work relating to the accounting system in accordance with the approved practices, policies, budgets, standards and guidelines.
- Monitors all types of customer account details for non-payments, delayed payments and irregularities.
- Ensures invoicing is completed and sent out in a timely manner.
- Monitors the collection of payments.
- Communicates with customers on overdue accounts.
- Reconciles receivable accounts and processes all necessary adjustments.
- Maintains accounts receivable customer files.
- Ensures that all internal transactions are credited to the appropriate accounts in a timely manner.
- Prepares analysis on all aged customer accounts.
- Submits reports monthly reports to Senior Financial Accountant.
- Investigates and resolves customer queries.
- Organizes a recovery system and initiated collection efforts.
- Acts as a liaison between departments and customers.
- Produce monthly customer statements.
- Performs all duties and responsibilities in accordance with TteS policies, standards and procedures and as required.

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- Completion of one (1) year Certificate Office Administration, Bookkeeping.
- Two (2) years' or more in the accounting sector.
- Accounting Technician Diploma an asset.
- Experience with Microsoft Office.
- Customer service experience.
- Sage 300 experience an asset.
- Must pass criminal record check.
- Must have a valid current BC Class 5 Driver's License.

Skills and Abilities

- Knowledge of accounts receivable and accounting systems
- Ability to maintain a high level of accuracy
- Bookkeeping skills
- Customer Service skills
- **Sage 300 experience**
- Strong oral and written communication skills
- Proficient in Microsoft Office
- Ability to be flexible and take initiative
- Strong tact and diplomacy
- Ability to work independently and use good judgment, focus on details
- Ability to organize workload, set priorities and meet deadlines

HOURS OF WORK: Normal day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for the Job posting is May 17, 2019 by 2:00pm.

**Submit Job Application Form, cover letter, resume, and references
online: tkemlups.ca, or by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online [Job Application Form](http://tkemlups.ca), which can be found on the tkemlups.ca website

**Any late submissions or submissions without the Job Application
will not be considered.**