



## *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:** Financial Controller  
**TERMS:** Full Time  
**REFERENCE #:** 2020 - 050

### **PURPOSE OF POSITION:**

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

### **DUTIES AND RESPONSIBILITIES:**

1. Provides efficient and effective bookkeeping, clerical and administrative work relating to accounts receivable in accordance with the approved practices, policies, budgets, standards and guidelines. (95%)
  - Monitors all types of customer account details for non-payments, delayed payments and other irregularities.
  - Ensures invoicing completed and sent out in a timely manner.
  - Monitors the collection of payments.
  - Communicates with customers on aged 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 monthly reports to Finance Manager
  - Follows established procedures for processing receipts, cash etc.
  - Investigates and resolves customer queries.
  - Organizes a recovery system and initiates collection efforts.
  - Acts as a liaison between departments and customers.
  - Performs all duties and responsibilities in accordance with TteS policies, standards and procedures and as directed.
  - Produce monthly customer statements
  - Maintains confidentiality on all matters relating to the affairs of TteS.

## **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.
- Must pass criminal record check.
- Must have a valid current BC Class 5 Drivers' license.

### **Skills and Abilities**

- Knowledge of accounts receivable and accounting systems.
- Ability to maintain a high level of accuracy.
- Bookkeeping skills.
- 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.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Deadline for the Job posting is September 23, 2020 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/job-application-form/>, 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 application form which can be found at: <https://tkemlups.ca/job-application-form/>**

**Any late submissions or submissions without the job application form will not be considered.**