



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 -Two (2) Openings
DEPARTMENT: Finance Department
SUPERVISOR: Senior Financial Accountant
TERMS: Full Time, Permanent
REFERENCE #: 2022-001

PURPOSE OF POSITION:

The Accounts Receivable Clerk is responsible for efficient, timely and accurate recording and reconciliation of accounts receivable as well as assisting with a variety of financial tasks within the Finance Department for the Tk'emlúps te Secwépemc, (TteS) and 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 and allocation 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 variance analysis on all aged trial balance 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.
 - Prepares monthly social assistance reports for the Financial Aide worker.
 - Prepares monthly billing for the CMHC and liaise with Collections Officer on arrears.
 - Acts as a liaison between departments and customers.

- Participates in workshop training programs and seminars to upgrade skills and knowledge relevant to position.
- Performs all duties and responsibilities in accordance with TteS policies, standards and procedures and as directed.
- Maintains confidentiality on all matters relating to the affairs of TteS.

2. 5% Other related duties as necessary.

Professional Certification, Education and Experience:

- Some secondary education in finance and 2 years experience in accounts receivable or an equivalent combination of education and experience.
- Must have previous experience with accounting systems, word and excel.
- Must pass criminal record check.

Skills and Abilities:

- Strong knowledge of accounts receivable and accounting systems.
- Ability to maintain a high level of accuracy.
- Strong bookkeeping skills.
- Good oral and written communication skills.
- Proficient in Microsoft Office.
- Strong 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
- Demonstrated ability to interpret and monitor compliance with financial policies and procedures.
- Ability to accurately enter, retrieve and modify information from a variety of sources into a number of different computer programs.
- Ability to perform duties under pressure (i.e Meeting deadlines, producing a high volume of work with speed and accuracy, paying attention to detail)
- Ability to be responsible for large amounts of cash

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

Starting Wage: \$19.14 - \$21.00 an hour

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 January 18, 2022 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment>, 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/employment/>

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