

## Internal/External Job Posting

<b>POSITION:</b>	Accounts Clerk
<b>SALARY:</b>	\$30.28 per hour plus 14% in lieu of benefits = \$34.52 (2021 rate)
<b>CLASSIFICATION:</b>	J10, Accounting Clerk III
<b>HOURS OF WORK:</b>	Up to 70 hours bi-weekly, hours are flexible (shifts are generally Monday through Friday; however, due to operational requirements may include evenings)
<b>STATUS:</b>	Auxiliary, temporary position – estimated end date, mid-March 2022
<b>CLOSING DATE:</b>	November 30 <sup>th</sup> , 2021, at 12:00PM
<b>COMPETITION #:</b>	21-57

**SUMMARY:** Reporting to the manager of finance and administration, the accounts clerk performs financial and accounting functions as well as some administrative duties. Responsibilities include: accounts receivable, account reconciliations and accounts payable back-up. Performs a variety of miscellaneous billing, collection, and account reconciliation tasks. Performs data processing associated with revenue and cash collection, journal entries and accounts receivable adjustments. Provides a high standard of customer service, and clerical support, both over the phone and in-person.

### JOB DUTIES & ACCOUNTABILITIES

- Processing monthly accounts receivable statements.
- Monitoring and reporting on status of outstanding accounts receivable accounts and initiating collection activities.
- Prepares and reconciles daily cash summaries from the recreation software.
- Oversees revenue and cash collection and tracking, bank returns, journal entries and accounts receivable.
- Preparing and issuing invoices for various departments and completing account reconciliations (rehabilitation).
- Monitoring and providing guidance for ministry subsidy clients, including monthly invoicing.
- Responsible for the accuracy and timeliness of account reconciliations.
- Responsible for opening the safe and preparing deposits for pick-up by the armoured car personnel.
- Provides back-up for the accounts payable clerk.
- Other related duties as required.

### QUALIFICATIONS

- Finance admin diploma or degree, administrative or business certificate or two years post-secondary accounting course work, and demonstrated experience and knowledge with GAAP (Generally Accepted Accounting Practice).
- Three years' experience in A/P and A/R. GL and reporting.

- Ability to work effectively and efficiently within a team environment and inter-departmentally in a multi-disciplinary team.
- Demonstrated interpersonal and conflict resolution skills.
- Excellent keyboarding, data entry skills, mathematical aptitude as well as established attention to detail and accuracy.
- A demonstrated ability to prioritize, organize and multi-task to meet operational requirements; to work independently, under pressure, set priorities and meet deadlines.
- Ability to be flexible, decisive and deal with constantly changing work patterns and priorities.
- Proficient in the use of personal computers and programs, including Excel, Word, and financial programs; and a sound knowledge of business IT requirements.
- Knowledge of recreation/leisure program or non-profit institutions desirable.
- Customer service skills must be exceptional.
- Experience and knowledge of Great Plains.

**A clear and current criminal record check is a condition of employment, and is the financial responsibility of the successful candidate.**

#### **APPLICATIONS**

Resumes and cover letters quoting competition **21-57** to be received prior to **November 30<sup>th</sup>, 2021**, at 12:00PM, **Attention:** Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, Fax: (250) 478-8363; email: [jobs@westshorerecreation.ca](mailto:jobs@westshorerecreation.ca)

**This is a union position. Only those candidates under consideration will be contacted.**

**Posted: November 22<sup>nd</sup>, 2021.**