



Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00175	Pay Grade:	5
JD Title:	Accounts Receivable Clerk	JD FTE Hours:	35
Job Family:	Accounting		

General Description

Responsible for processing, recording, balancing, and reconciling a variety of accounts receivable transactions. Requires knowledge and understanding of applicable University policies and procedures.

Representative Duties & Responsibilities

- Calculate, prepare and issue a variety of financial documents including, but not limited to, invoices, cheques, bursaries, tuition assistance, and account statements.
- Complete financial forms including, but not limited to, journal entries, cheque requisitions, balance sheets, tax forms, daily deposits, tuition assistance, and bursary.
- Prepare and balance daily cash deposits.
- Reconcile various accounts by identifying and analyzing errors in postings and transaction omissions.
- Process credit and debit memos.
- Monitor and reconcile accounts and collect outstanding debts owed.
- Write a variety of documents including, but not limited to, correspondence, email, and meeting minutes.
- Enter data and generate reports using existing accounting software systems.
- Update and maintain information in a variety of databases and spreadsheets.
- Create spreadsheets to enter, track, and retrieve data.
- Review student accounts for validity of records, fees, payments and other charges, and process applicable refunds.
- Liaise with the bank reconciliation department to resolve accounts receivable issues.
- Receive, identify, investigate, and resolve a variety of internal and external inquiries concerning status of accounts.
- Distribute petty cash and balance floats for departments.
- Calculate interest and exchange rates.
- Set up and maintain filing systems, both electronic and hard copy.
- Respond independently to inquiries that are specific in nature and require knowledge of established departmental policies and procedures.
- Transcribe meeting minutes, and distribute minutes to team members.
- Handle challenging situations involving individuals upset with University financial policies.

Supervision

- Provide direction to others in how to carry out work tasks.

Qualifications

- 2 year Community College diploma in Office Administration, Accounting, or related field of study.
- Requires 2 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to enter data into databases and enter financial information into spreadsheets.
- A typical work day consists of up to 2 hours of moderate physical effort for activities such as:
 - Periods of repetitive keyboarding to process accounts receivable documentation.
 - Periods of standing while working in the front-line service area.
- A typical work day occasionally requires high physical effort for activities such as:
 - Lifting and transferring bank deposit bags.

Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information to responding to inquiries, filing, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Receiving, identifying, and resolving a variety of internal and external inquiries concerning status of accounts.
 - Reconciling various accounts by identifying and analyzing errors in postings and transaction omissions.
 - Monitoring and reconciling accounts and collecting outstanding debts owed.
 - Reviewing student accounts for validity of records, fees, payments and other charges, and processing applicable refunds.
 - Liaising with the bank reconciliation department to resolve accounts receivable issues.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- Occasionally required to work in an uncomfortable or confined space when in the counting room.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles multiple requests and simultaneous deadlines.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00175	Pay Grade:	5
JD Title:	Accounts Receivable Clerk	Total Points:	371
Job Family:	Accounting		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	3.5	71
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.5	31
	5. Education and Experience	D2	56
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.0	28
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.0	39
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5