

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL SERVICES DIVISION – ACCOUNTS RECEIVABLE – LOCATION – 120 KING ST. W., 9th FLOOR)

ACCOUNTS RECEIVABLE PROCESSING CLERK - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Accounts Receivable, post, balance and maintain accounts receivable subsidiary ledgers.

GENERAL DUTIES

Add, delete and maintain customer profiles in the database in a timely manner.

Prepare invoices/journals/credit invoices for city departments.

Balance invoices and invoice journals and post invoice batches.

Responsible for invoicing monthly, quarterly and yearly recurring invoices i.e. rents.

Handle returned invoices.

Balance and reconcile subsidiary Accounts Receivable files to general ledger.

Apply payments to Customer's accounts.

Maintain office filing system for customer files, general invoicing and payment documents.

Work with IT staff to troubleshoot problems and implement enhancements to the Financial System.

As the main customer contact line, answer inquiries from customer regarding their account balances.

Support other staff/departments with respect to AR procedures and system problems.

Assist with printing of the AP cheques and ensure all controls around the procedure are adhered to as required.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Ability to compile, prepare, reconcile and balance invoices, journals, reports and accounts normally acquired through the completion of a combination of education and relevant work experience.
2. Demonstrated understanding of business accounting concepts, focussing on Accounts Receivable knowledge.
3. Experience in a computerized environment. Working knowledge of Microsoft Office XP (Word, Excel and Outlook).
4. Excellent people skills with an emphasis on customer service.
5. Demonstrated ability to communicate both verbal and written.
6. Knowledge of PeopleSoft Financial system an asset.