



District of Taylor Employment Opportunity

Accounts Receivable Clerk – District Office (Full Time Permanent Position)

Are you a self-starter who likes the challenge of a diverse workload? Do you understand the importance of working as a strong team member? Do you have experience in Government, Industry or Accounting, excellent customer services skills and a professional demeanor? The District of Taylor is accepting applications from individuals who can provide exceptional service and have a desire to grow within our organization.

Reporting to the Director of Financial Services, the Accounts Receivable Clerk is responsible for a wide range of accounting and financial services, including interaction with the public in a fast-paced environment. The Clerk's scope of work focuses mainly on account receivable and taxation functions and may include backup for other finance positions. The Clerk is responsible for ensuring the financial and accounting records of the municipality are accurately prepared and maintained. The complete job description is available on the District's website at www.districtoftaylor.com.

The successful applicant for this professional office will have strong interpersonal, customer service, written and organizational skills, the ability to work with a diverse group of people, adapt to varying workloads including working on multiple projects at one time, and be highly proficient in MS Word and Excel. Experience working with MAIS Accounting Software would be considered an asset.

The position is full time at 35 hours per week, generally from 8:30 a.m. – 4:30 p.m., during a Monday to Friday workweek. Compensation range is \$28.00 - \$32.00 per hour to start and supplemented with an exceptional benefit package. Compensation will be based on a combination of the successful applicant's education and experience. The incumbent will also be expected to sign a confidentiality agreement and provide a clean criminal record check.

With your resume, please provide a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until **Sunday, November 14, 2021 at 11:59 p.m. local time.**

Please address your application to:

Lisa Ford
Executive Assistant
Box 300
Taylor, BC V0C 2K0

Email: lford@districtoftaylor.com

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.



DISTRICT OF TAYLOR

Accounts Receivable Clerk

Job Description

Title: Accounts Receivable Clerk

Date: October 25

Department: Financial Services

Job Category:

Reports To: Director of Financial Services

Job Number:

Interacts With: Department management, employees, community stakeholders

NOC Code:

General Summary:

The Accounts Receivable Clerk is responsible for the Accounts Receivable function for all activities for the District of Taylor. Working in a fast-paced environment, this position ensures accurate and timely general billing, tax notices, utility accounting and other account reconciliations.

Primary Duties and Responsibilities:

- Provides service to the public with regard to property taxes, utilities accounts, accounts receivable, cash receipting, recreational and preschool billing, etc., whether in person or by other means
- Maintains updates for electronic Home Owner Grants
- Prepares correspondence and processes billings for the District of Taylor operations which includes but not limited to recreational programs, preschool, etc., or payments as required
- Performs calculations and preparation of all monthly municipal services invoices and statements, reports on age analysis, and corresponds with property owners regarding accounts receivable accounts in arrears and delinquents
- Performs all tasks related to yearly taxation process which includes the maintenance of roll numbers including the monthly and yearly downloads from BC Assessment into the Business system. Also, the yearly calculation of taxes and reconciliation to the Ministry
- Performs cashier functions, including but not limited to processing all customer payments and posting of revenues to the general ledger, reconciliation of cash receipts, preparation of daily bank deposits from the various District operations
- Supports and completes daily and weekly cash outs for municipal facilities
- Prepares daily deposit log and monthly reconciliation of the general bank account (deposits only)
- Maintains Departmental sub-ledgers and records, including but not limited to data entry and routine adjusting of journal entries
- Prepares year-end working papers

Requirements and Qualifications:

Education and Experience:

- Two-year administration program, accounting technician program and/or equivalent combination of both
- 3 years of recent, related experience

Knowledge, Skills, and Abilities:

- Excellent communication skills, both orally and in writing
- Ability to work well in a team environment
- Effective organizational and time-management skills and the ability to respond quickly to issues that require tight turn-around times
- Ability to work effectively under pressure, prioritize and adapt to changing priorities
- Superior attention to detail
- Excellent analytical and problem-solving skills
- Excellent computer skills including MS Office Software with the ability to learn new software

Other Requirements:

- Clear Criminal Record Check
- Legally entitled to work in Canada

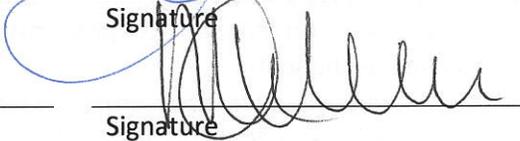
Working Conditions (environmental conditions, physical demands, travel, etc.):

- Indoor office conditions – ergonomic and computer work considerations

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

Tyla Pennell, Corporate Officer		Oct 25/21
Name/Title	Signature	Date
Moira Green, CAO		Oct 25/21
Name/Title	Signature	Date