



**ACCOUNTS RECEIVABLE CLERK – 098-24-1**  
**Finance, Administration**  
**Contract**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **July 17, 2024**, for the **Accounts Receivable Clerk** with **Finance, Administration**, Department. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications are accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

**Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The **Accounts Receivable Clerk** Reports to and works under the direction and supervision of the Six Nations Public Works Financial Control Officer.

**Purpose and scope of the Position:**

To perform accounts receivable and other finance duties for Six Nations of the Grand River Departments.

<b>Type</b>	Contract
<b>Closing Date</b>	July 17, 2024
<b>Hours of Work</b>	35hrs/week
<b>Wage</b>	\$27.20/hour

**\*A competitive compensation package will be offered commensurate with qualifications. \***

**BASIC QUALIFICATIONS:**

- College studies and related work experience, 2 years minimal work related experience in accounting
- Good command of Microsoft office (Excel & Word).
- Good working knowledge of Sage Accounting system invoicing and accounts receivable
- Must be able to have a positive interaction with the public in a sensitive, cheerful and diplomatic manner
- Must possess good verbal and written communication skills
- Must be able to work independently
- Must be able to work with tact and discretion
- Must be bondable

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to Lesleigh Rusnak, HR Business Partner at 519-445-2223 ext. 4343 or via email at [HRBP1@sixnations.ca](mailto:HRBP1@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in, and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Accounts Receivable Clerk – Contract – 098-24-1**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0



## SIX NATIONS PUBLIC WORKS DEPARTMENT

**Position Title:** Accounts Receivable Clerk

**Reporting Relationship:**

Reports to and works under the direction and supervision of the Six Nations Public Works Financial Control Officer.

**Purpose and scope of the Position:**

To perform accounts receivable and other finance duties for Six Nations of the Grand River Departments.

**Responsibilities:**

- Setup and or maintain accounts receivable customer files and records.
- Carry out billing, collection and reporting activities according to specific deadlines.
- Generate and send out invoices.
- Follow up on, collect and allocate payments to customer accounts following up on any discrepancies.
- Communicate with customers via phone, email, mail or personally.
- Perform Customer account reconciliations.
- Run aged reports
- Escalate non-payment issues to departments Financial Control Officer and immediate supervisor.
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies.
- Follow established procedures for processing receipts, cash etc.
- Process credit card payments.
- Prepare bank deposits.
- Investigate and resolve customer inquiries.
- Process adjustments.
- Initiate collection efforts.
- Assist with month end closing.
- Process refunds
- Process credit checks

**Finance Duties:**

- Assists with the yearly audit as required.
- Performs other related duties as may be reasonably required by the Financial Officer or Director of Finance.

**Working Conditions:**

- Extensive interaction with the public requires discretion, diplomacy and confidentiality; subject to stressful situations and frequent interruptions.

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**Working Relationships:****With the Financial Officer:**

- Receives direction, guidance and encouragement with Six Nations of the Grand River staff.

**With other Staff Members:**

- Works as a team member, interacts in a cooperative manner to assist within the department and Six Nations of the Grand River.

**With The Public:**

- Represents Six Nations of the Grand River Departments in a courteous, positive and cooperative manner, provides information, direction and assistance.

**Knowledge and Skills:**

- College studies and related work experience, 2 years minimal work related experience in accounting
- Good command of Microsoft office (Excel & Word).
- Good working knowledge of Sage Accounting system invoicing and accounts receivable
- Must be able to have a positive interaction with the public in a sensitive, cheerful and diplomatic manner
- Must possess good verbal and written communication skills
- Must be able to work independently
- Must be able to work with tact and discretion
- Must be bondable

**Impact of Error:**

- Errors in judgement and in the conduct of duties could result in poor public relations; errors in carrying out duties could result in financial loss and misinformation to the public.

**Control:**

- Works within the administrative policies and procedures established by the Six Nations of the Grand River.
  - Supervised by the Financial Control Officer located at Public Works.