



ACCOUNTS RECEIVABLE CLERK 210-21-1
FINANCE, CENTRAL ADMINISTRATION
Full-Time

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, **December 1, 2021** for the Accounts Receivable Clerk with Finance, Central 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 website. Online applications 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 Financial Control Officer. The Accounts Receivable Clerk is to perform accounts receivable and other financial duties and to work within the policies and procedures established by Six Nations of the Grand River.

Type	Full Time
Closing Date	December 1, 2021
Term:	Permanent
Hours of Work	35 hours per week
Wage	TBD

BASIC QUALIFICATIONS:

- Grade 12 and related work experience, 2 years minimal work related experience in accounting
- Good working knowledge of ACCPAC 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
- Working knowledge of Six Nations Council financial policies and procedures
- Must be able to work independently
- Must be able to work with tact and discretion
- Must be bondable

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 include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies 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 Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@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 qualifies 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:

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.

Accounts Receivable Clerk – Full Time – 210-21-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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Job Description

Six Nations Public Works Department

Position Title: Finance Accounts Receivable

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 Council 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 account reconciliations.
- Generate aged analysis.
- Review AR aging to ensure compliance with council policy.
- Escalate non-payment issues to departments FCO, Program Supervisor 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:

- Reconcile general ledger accounts and follow up on reconciling items.
- Assists with the yearly audit as required.
- Provide assistance in preparation of Reports to funders.
- 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 Council staff.

With other Staff Members:

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

With The Public:

- Represents Six Nations Council Departments in a courteous, positive and cooperative manner, provides information, direction and assistance.

Knowledge and Skills:

- Grade 12 and related work experience, 2 years minimal work related experience in accounting
- Good working knowledge of ACCPAC 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
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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 Council.
 - Supervised by the Financial Control Officer located at Public Works.