

**Vuntut Gwitchin Government**

- A. Identification: Accounts Receivable Clerk
- Department: Finance
- Supervisor: Manager of Finance
- Date: March 2006
- Status: Full-time
- Level: 4
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B. Job summary:

Reporting to the Manager of Finance, this position is responsible for fulfilling Accounts Receivable functions, providing cashier services for receiving payments from community residents for rent and other services, and processing daily fuel records.

C. Main Duties:

**Maintain accounts receivable working with ACCPAC A/R software**

- Reconcile monthly balances
- Open and close accounts
- Update account information
- Update automatic billing runs
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**Accept payments for Water & Sewer, Rent, and miscellaneous cash receipts**

- Ensure correct payment is identified
- Issue receipt
- Process daily cash deposits
- Reconcile daily cash deposit with cash batches
- Write out deposit slips and take deposit to bank

**Maintain daily fuel sales records and reports**

- Maintain forms supply
- Record fuel sales on reports
- Reconcile fuel sales
- Invoice fuel sales as required

**Maintains water, sewer and rent records**

- Reconcile water & sewer charges with YTG records of delivery
- Run monthly automatic billing run
- Update rent books and issue monthly invoices
- Miscellaneous invoicing as requested

**Communicates with the public and various government agencies**

- Answer inquiries about billing amounts, water & sewer service, account balances, and rents
- Send letter of notice to the public about water & sewer services as directed by supervisor
- Send overdue notices
- Make inquiries as needed to identify department funds

**File Management**

- Maintain all A/R files
- Filing for finance department as required
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**Sorting of mail – daily**

- Opening and delivery of mail to departments
- Pick up mail from post office as needed

**Other related duties**

- The employee will be expected to do other various and related office duties as determined by supervisor to ensure the Finance and Administration Department operates in an effective and efficient manner.

**D. Job Knowledge and Skills:****Education:**

- Grade 12 or equivalency, or relevant work experience and training
- Knowledge of accounting procedures
- Knowledge of ACCPAC A/R software
- Knowledge of records management methods

**Management Skills:**

- Ability to make decisions and solve problems.
- Time management and organizational skills.
- Ability to assume responsibility, prioritize tasks, and meet deadlines.

**Specific Skills:**

- Ability to understand bookkeeping terms and functions
- Ability to use A/R functions on ACCPAC
- Ability to use mathematical knowledge in financial functions
- Ability to analyze and organize numerical data
- Basic knowledge of MS Word, MS Excel, and email

- Ability to use a calculator

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light
- Ability to meet and greet the public and business associates with a positive helpful attitude and maintain a professional manner
- Ability to communicate effectively verbally and in writing with co-workers, community residents, Vuntut Gwitchin citizens and business associates.

E. Decision Making:

The incumbent works within established policies and procedures. Decision-making is required for setting daily work priorities, and time management.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the supervisor. Efficient completion of tasks is essential for VGG to meet its financial obligations to community residents, citizens, business associates and other customers.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Information exchange; consultation; receiving direction	Daily
Co-workers	Information exchange; consultation	Daily
Community members	Receiving payments; answering inquiries	Daily
Business Associates	Discussing accounts; receiving payments; answering inquiries	As needed

H. Positions Supervised: 0

I. Working Conditions:

This position is located in a normal office environment.

**Spiritual:**

- Balancing traditional beliefs and practices with modern administrative methods.

**Physical:**

- Approximately 70% of time using the computer

**Mental:**

- Regular need to meet deadlines
- Striving for quality service while multi tasking
- Some critical incidents with customers
- Frequent interruptions

**Emotional:**

- Dealing regularly with community members and citizens who are under personal stress, or have varying social values, or who are not comfortable with, or don't understand changes in the community.

J: Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals.
- Confidentiality is required.
- This position is subject to a criminal record check.

***SIGNATURES***

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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