



ACCOUNTING CLERK – A/R

JOB DESCRIPTION

Reports to: Manager of Accounting & Financial Services

FULL TIME POSITION

Reviewed May 11, 2016

Revised May 28, 2019

Summary: Under general supervision, administers and maintains the account receivables system, including animal license records and business license records. Provides reception support and back up duties as needed.

Typical Duties:

1. **Accounts Receivable:** Compiles, processes and maintains Accounts Receivable records for the Town of Stettler.
 - Bi-weekly Invoicing.
 - Review all billing requests for accuracy and processes accordingly.
 - Maintain listing for annual billings and process or update as required.
 - Ensure distribution coding is accurate.
 - Provide copies of documentation to other departments as necessary.
 - Process monthly finance charges.
 - Process monthly statements.
 - Maintain and process S'ART's as required.
 - Process Fire agreement.
2. **Reception:** Assists in telephone inquiries, front counter receptionist duties, and utility maintenance inquiries, input for animal tags and tax information requests.
3. **Animal Licensing:** Process and maintain Animal Licensing records and procedures.
 - Process annual animal licenses billings.
 - Process daily Animal License billings as required to assist with cash receipting process.
 - Maintain database of records to ensure accuracy and limit duplication of records.
 - Work with Bylaw Enforcement to enforce program, provide reporting to Bylaw Enforcement to achieve this objective.
 - Maintain and process A'ART's as required.

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4. **Business Licensing:** Process and maintain Business Licensing records and procedures
 - Process annual business licensing billings.
 - Process daily Business Licensing billings and answer queries as required.
 - Maintain database of records to ensure current information at all times.
 - Provide reporting to Bylaw Enforcement to help enforce program.
 - Provide monthly reporting to B.O.T. detailing new businesses, cancellations, address and name changes.
 - Maintain and process B'ART's as required.
5. **Collections:** Responsible for delinquent and bad debt collections process.
 - Locate and notify customers of outstanding accounts by telephone and/or mail.
 - Creation of demand letters, card system and other methods of collection.
 - Cross reference new utility account creates against bad debt collection listing.
 - Notify Collection Agency of delinquent accounts and subsequent payments received.
 - Maintain Quick reference bad debt spreadsheet and write-off listing as required.
 - Prepare summary of accounts to be written off at year end.
6. **Business Tax:**
 - Process and maintain business Tax records and procedures
 - Process annual business licensing billings
 - Process daily Business Licensing Billings and answer queries as required.
 - Maintain database of records to ensure current information at all times.
 - Provide reporting to Bylaw enforcement to help enforce program.
 - Provide monthly reporting BOT detailing new businesses, cancellations, address and name changes.
7. **Cemetery:** Compiles, process and maintains records for the Lakeview Cemetery.
 - Ensures compliance to the Cemetery Bylaw and maintain Cemetery Records.
 - Communicate status of Plot and Niche Sales to the Local Funeral Homes
 - Issue Cemetery plots and prepare deeds
 - Coordinate internments
 - Ensure invoicing and payments are completed in a timely manner
 - Order Niche Wreaths for the Columbarium.
8. **Utilities Clerk/Receptionist Back-up:** Acts as backup for all functions including but not limited to; tax certificates and information sheets, mail processing, cash processing, bank deposits, utility levy billing, creates, disconnects and other various duties as required.

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9. **Accounts Payable Clerk Back-up:** Assists with all aspects of the Accounts Payable duties as required. Reviews all invoices for appropriate documentation, accuracy and approvals. Ensures expense account coding is applicable and accurate. Provide copies of documentation to other departments as necessary. Reconcile vendor statements and maintain vendor account information. Process vendor cheques, obtain signatures, and distribute payments. Processes the Summer Village of White Sands Accounts Payable.
10. **Concerns/Requests:** Provides backup coverage for the maintenance of the concerns and request program.
11. Performs other tasks as required by Supervisor.

Limits

This job description is not a definitive enumeration of its scope, but represents a general overview of what can be expected in this type of work. The incumbent may be required to perform duties that, although not directly related, are recognized by the Town of Stettler as a component of the position.

Job Hazards include but not limited to:

Ergonomics (posture; neck/eye/back/wrist strains)
Threats (biological/radiological/chemical/explosive through mail/parcels)
Violence/Robbery (patrons and staff)
Pinch Points (folder/storage file)
Cutting (paper cutter/shredder)
Heavy Lifting (storage boxes)

Minimum Qualifications

Minimum Grade 12 with post-secondary education
Effective communication and organizational skills
Ability to work with the public in an effective and pleasant manner
Self-motivated
Competent in MS Office

**Applications may be submitted to Kim Hymers in-person at 5031 50 Street, Stettler AB,
or e-mailed to khymers@stettler.net.**