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| MSU-logo-2001 | JOB DESCRIPTION  Hourly Staff |

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| **Position Title:** | **Accounts Receivables Clerk** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | Accounts Receivables Supervisor |
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| **Remuneration:** | B4 |
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| **Hours of Work:** | 10-12 hours per week |

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| **General Scope of Duties** |
| The Receivables clerk is responsible for providing administrative support to the Accounts Receivables Supervisor and providing various accounts receivables functions and duties. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Accounts Receivables Function | 70% | * Entering transitions in Mosaic * Entering receivables in Great Plains * Correct discrepancies between customers and MSU departments * Enter payment receipts in Great Plains * Resolve collections |
| Administrative Function | 30% | * Maintain various spreadsheets * Photocopying and scanning invoices * Mailing invoices, statements, and payment receipts as required * Filing as required * Other duties as assigned |

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| **Knowledge, Skills and Abilities** |
| * Strong attention to detail is required to ensure accurate data entry and filing * Interpersonal skills required to effectively interact with individuals (customers and staff) * Strong organizational skills are required, as multiple tasks and activities will be required to be completed simultaneously * Strong working knowledge of accounting procedures * Conflict mediation skills are required, as the Accounts Receivables Clerk will encounter upset clients |

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| **Effort & Responsibility** |
| * Responsible for prompt and courteous customer service * Responsible for maintaining accurate recording of payments received * Responsibility to follow all established MSU accounting policies and procedures |

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| **Working Conditions** |
| * Work is performed in a shared office space during typical business hours * Hours are spent completing data entry and staring at a computer monitor which may cause strain if not monitored |

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| **Training and Experience** |
| * Experience in a customer service environment is an asset * Clerical/Administrative experience an asset * Great Plains Accounting Software (training provided) * Experience using the accounting features of Mosaic would be a strong asset |

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| **Equipment** |
| * Computer * Telephone * Photocopier * Fax |