|  |  |
| --- | --- |
| MSU-logo-2001 | JOB DESCRIPTIONHourly Staff |

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

|  |
| --- |
| **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.  |

|  |
| --- |
| **Major Duties and Responsibilities** |
|  |
| **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
 |

|  |
| --- |
| **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
 |

|  |
| --- |
| **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
 |

|  |
| --- |
| **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
 |

|  |
| --- |
| **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
 |

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