

# Accounts Receivable/ Finance Clerk

Town of Quispamsis



## The Opportunity

As an important member of the Town's Finance Department, the successful candidate will contribute to the delivery of exceptional service by ensuring that the Town's financial processes are followed in a professional, time-efficient manner. Reporting directly to the Town Treasurer, the Accounts Receivable/ Finance Clerk is responsible for assisting in a wide spectrum of financial, administrative, and clerical duties.

## Key Responsibilities

- Data entry and reconciliation of receivables into SAGE 300 accounting system
- Monthly reconciliation of assigned receivable and bank accounts
- Processing of AR invoices, payments, and statements
- Collection of outstanding accounts
- Preparation, filling and maintenance of legal agreements for small claims, local improvements and other areas, as assigned
- Set up utility accounts for new residential and institutional and commercial properties
- Reception/switchboard and other clerical duties as required

## Qualifications

- Post-secondary education (diploma) in business management and/or accounting
- Preferably 1-2 years accounts receivable experience
- Proficient in MS Office applications, working knowledge of SAGE 300 would be considered an asset
- Detail orientated with the ability to communicate in a clear and concise manner

## Work with Us

As a full time, permanent employee with The Town of Quispamsis, you will enjoy a comprehensive benefits package including:

- Flexibility in scheduling with a 4-day compressed work week option
- Health and dental benefits
- Enrollment into our defined benefit pension plan with no waiting period
- Subsidized fitness plan

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## Applications

Applications will only be accepted through our online application system until January 30th, 2024, at 5:30pm. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department

Town of Quispamsis

Competition number: 2024-01

*When applying online, please submit your cover letter and resume together as one document.*

[Click here](#) to apply online

*The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.*