



JOB DESCRIPTION

Position	Accounts Receivable Clerk
Department	Administration
Supervisor	Finance Controller
Accountable to:	Finance Controller, CFO
Wage	As per TRTFN Wage Scale
Date Created	XX
Date Last Revised	October 30th, 2025
Approved By:	CAO, Human Resource Manager

POSITION SUMMARY

Reporting to the Finance Controller, the Accounts Receivable Clerk is responsible for ensuring the accurate and timely processing of receivables in accordance with TRTFN financial policies and internal controls. The incumbent prepares invoices, records payments, issues receipts, maintains documentation for all financial transactions, and supports payroll and benefits administration to ensure continuity of service and cross-training within the Finance Department.

The role supports contribution agreement and grant tracking, assists with reconciliations, audit preparation, and financial reporting, and ensures compliance with applicable accounting standards. The incumbent contributes to the overall efficiency and accountability of the Finance Department, demonstrating cultural awareness and respect in all communication and administrative practices.

DUTIES AND RESPONSIBILITIES

Invoice & Billing Management

- Create, review, and issue invoices and payment reminders in Sage 50.
- Ensure billing accuracy, proper coding, and appropriate documentation for each invoice.
- Establish and maintain billing schedules and timelines.
- Set up and maintain customer accounts and billing profiles in accordance with TRTFN procedures.

Payment Processing & Cash Application

- Accept and record payments via cash, debit/credit, cheque and e-transfers.
- Perform remote cheque capture deposits using a cheque scanner.
- Prepare and record bank deposits with all required documentation.
- Reconcile payments received to invoices and resolve discrepancies promptly.
- Generate receipts and maintain complete, organized transaction records.
- Prepare and record bank deposits with all required documentation.
- Reconcile payments received to invoices and resolve discrepancies promptly.

Account Maintenance & Collections

- Maintain up-to-date customer account information and accurate contact records.
- Follow up on overdue invoices and negotiate payment arrangements where required.
- Investigate and resolve payment discrepancies or disputes with clients.
- Maintain an aging report to monitor outstanding receivables and identify delinquent accounts.



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Tracking & Reporting

- Maintain tracking systems (i.e., SharePoint) for contribution agreements, grants, and amendments, ensuring reporting deadlines are met.
- Maintain a tracking table for property tax payments related to TRTFN land holdings.
- Prepare and distribute accounts receivable aging and summary reports with commentary on overdue accounts.
- Assist with audit preparation, month-end closing, and reconciliations between the AR sub-ledger and general ledger.
- Maintain a rent roll of all Nation-owned homes, including lease agreements.
- Contribute to cash-flow forecasting and financial reporting for the Finance Controller and CFO.

Payroll and Benefits Assistance

- Support payroll and benefits processing to ensure continuity of service during absences and peak periods.
- Assist with payroll data entry, verification, and cross-checking as part of each pay cycle.
- Maintain employee records and benefits information in collaboration with the Payroll and Benefits Administrator.
- Provide backup coverage for payroll functions and assist in reconciling payroll-related accounts when required.
- Participate in cross-training to develop proficiency in payroll systems and benefits administration to act as relief when needed.

Controls & Compliance

- Ensure segregation of duties and internal controls are maintained for all receivable-related activities.
- Ensure all financial activities comply with TRTFN Financial Policies, Public Sector Accounting Standards (PSAS) and audit standards.
- Follow all record retention, confidentiality, and privacy standards.
- Support the Finance team's administrative, reporting, and audit processes as required.

Other Duties

- Perform other related Finance and administrative duties as assigned.

EDUCATION

- Post-secondary education in Business Administration, Accounting, or Bookkeeping, or a minimum of five years of relevant financial experience.

EXPERIENCE & KNOWLEDGE

- Demonstrated experience with Sage 50 accounting software.
- Experience working in a First Nation government or not-for-profit finance environment is preferred.
- Knowledge of PSAS accounting standards.
- Knowledge of contribution agreements, funding mechanisms, and reporting requirements.
- Knowledge or experience with payroll and benefits administration is an asset.
- Proficiency in MS Office Suite (Excel, SharePoint, Word, Outlook, Teams).
- Strong organizational, analytical, and time-management skills with attention to detail.



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- Ability to maintain confidentiality and handle sensitive financial and personnel information.
- Cultural awareness and respect for Indigenous governance structures and community values.

COMPETENCIES

- High integrity, confidentiality, accountability, and a strong work ethic with a positive team attitude.
- Strong analytical, planning, prioritization, and execution skills with diligence and accuracy.
- Ability to remain calm, professional, and solutions-focused under pressure.
- Well-developed communication, collaboration, and problem-solving skills.
- Demonstrated professionalism, reliability, and attention to detail in all financial practices.

POSITIONS SUPERVISED

- None

TRAINING REQUIRED

Employees are expected to participate in various types of training, including but not limited to:

- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention
- Cybersecurity & Privacy Modules
- TRTFN Cultural Learnings
- WHMIS 2015
- Occupational Health & Safety

CONDITIONS OF EMPLOYMENT

The incumbent must:

- Complete a satisfactory Criminal Record Check with Vulnerable Sector Check upon hire and at regular intervals as required by TRTFN.
- Complete a satisfactory Credit Check upon hire and at regular intervals as required by TRTFN.
- Hold a valid Class 5 driver's license.
- Comply with confidentiality and conflict of interest agreements.
- Comply with all workplace policies, including occupational health and safety, harassment, equity, and IT use.

WORKING CONDITIONS

- Predominantly office-based, involving extensive computer and desk work.
- Regular business hours are Monday to Friday, with occasional additional hours as required.
- Periodic travel may be necessary.
- Must be able to lift 5–10 kg (files, office materials).

Approved by: Charles Pugh
Chief Administrative Officer

Date: November 4, 2025