

JOB DESCRIPTION

Position	Accounts Receivable Clerk
Department	Finance
Reports to:	Chief Financial Officer
Wage Rate/ Range	\$25 - \$30 per hour
Status	Full time - Permanent / Part Time / Fixed-term contract / Seasonal / Casual
Location	Atlin, BC
Date Created	Jul-30, 2026
Date Last Revised	
Approved By:	

POSITION SUMMARY

The Accounts Receivable Clerk is responsible for recording accounts receivables, creating and sending out invoices, accepting payments, issuing receipts and preparing documentation for those transactions. They will follow up with funders and contributors to collect outstanding funds, liaise internally with managers and other staff to allow for accurate coding and fund allocation and be in charge of contribution agreement documentation.

DUTIES AND RESPONSIBILITIES

- Review contribution agreements and other documentation and record accounts receivables
- Create and send out invoices and follow up periodically with customer statements
- Accept payments and issue payment receipts
- Prepare bank deposits
- Maintain the contribution agreement tracking system for all systems
- Provide a customer-service-focused experience for our funders, employees, and Citizens
- Ensure accurate coding, department and fund allocation as per managers' instructions
- Assist with reconciliations and support the annual audit
- Maintain appropriate documentation in accordance with policies, procedures and practices
- Timely filing and scanning of paper / electronic documents
- Follow up on outstanding amounts as per internal guidelines
- Other duties as assigned

EDUCATION

- Diploma or degree in accounting or business administration or a related field of study is highly preferred

EXPERIENCE, KNOWLEDGE & COMPETENCIES

- 2-5 years work experience in a finance related role
- Strong attention to detail
- Commitment to accuracy and timely processing
- Time management and organizational skills



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- Ability to work independently
- Comfortable interacting with people at all levels of the organization and with external stakeholders
- An alternative combination of education and experience may be considered

POSITIONS SUPERVISED

none

TRAINING REQUIRED

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

- Job specific training
- Policies and procedures training
- Accounting and administrative systems training (Sage 50, banking, cash handling, Sharepoint)
- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention
- TRTFN Foundational Knowledge (Constitution, leadership structure, decision-making processes, CDC Oath)

CONDITIONS OF EMPLOYMENT

- Criminal record check
- References

WORKING CONDITIONS

- Predominantly office-based, involving extensive computer and desk work.
 - Regular hours are Monday to Friday, 8:30 a.m. to 5:00 p.m., with potential additional hours as required and approved by the CFO
 - This role requires the ability to manage frequent interruptions, adapt to changing priorities, and meet established deadlines while maintaining accuracy and efficiency
 - Must be able to lift 5–10 kg (files, office materials.)
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Approved by: _____
Chief Administrative Officer

July 31, 2026
Date: _____