



**SAULT
STE. MARIE**

Temporary Opportunity

(approximately 12 months)

Position:	Accounts Payable/Receivable Clerk	Wage Range:	\$25.90 – \$29.42
Job Posting:	060-073-2022	Job Class:	6
Department:	Corporate Services	Shifts:	35 hours/week
Division:	Finance - Accounting	Posted:	September 21, 2022
Status:	Full Time	Closes:	September 28, 4:30pm

Primary Duties and Accountabilities include but are not limited to:

- Receive, balance and process vendor invoices for payment and refer discrepancies for correction.
- Reconcile vendor statements to A/P invoices paid.
- Maintain and file paid invoices.
- Check invoices for discounts, terms and approvals.
- Enter data from invoices; check, correct and balance.
- Respond to inquiries, and follow up on unpaid invoices, purchase orders or release requisitions.
- Generate vouchers for U.S. payments, calculating exchange rate and applicable taxes.
- Enter “daily” payments, print edit and reconcile to invoices.
- Prepare and analyze aging reports, monitor receivables and provide updates and recommendations dealing with delinquent accounts.
- Identify problem accounts and provide regular updates on collection efforts and payment arrangements.
- Address customer complaints and billing concerns with respective Division.
- Review accounts and recommend write offs or refunds.
- Maintain records and statistical information on accounts and assist in preparation of year-end working papers.
- Provides back up to Central Collections
- Receipt customer payments, balance cash, secure funds and prepare bank deposits.
- Perform other related duties as assigned

Qualifications:

- Community College Diploma in related field; e.g. Accounting/Business, or equivalent.
- One year Accounts Payable/Receivable; Accounting, or a related field.
- Computer literacy in a Microsoft environment including Excel, Word and Outlook.
- Knowledge of specific proprietary software; e.g. computerized Accounting systems.
- Proficient in accounting / bookkeeping / purchasing principles.
- Ability to read, write and communicate to perform the duties of the position.
- Excellent customer service skills.
- Organize time to perform the duties of the position, in a fast paced, high volume, demanding setting.
- Ability to meet and interact with people in a pleasant and professional manner.
- Attention to detail with the ability to process large amounts of transactions with speed and accuracy.
- Proficient mathematical skills to perform required duties.
- Operate electronic cash register and manage large amounts of cash.
- Physically able to perform the work (repetitive standing and sitting as required).

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 060-073-2022 Accounts Payable/Receivable Clerk

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.