



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Accounts Receivable Clerk **Full Time Term Position**

Duties:

- Date Entry & Invoice a widerange of services; truckfill, septage hauling, landfill, paratransit, FCSS, fire and MVA's, permits, leases, sponsorships & advertising, well drilling as well as various billings sent from other departments.
- Responsible for collection of accounts receivables, pulling reports and reviewing customer account status. Contacting customers by phone, sending letters, copies of invoices and backup paperwork.
- Maintain cemetery database & filing system to assist new customers and look up information pertaining to past residents.
- Send statements to assist in the accounts receivable process
- Review & invoice lease, sponsorship and advertising agreements and maintain a spreadsheet for billing purposes.
- Create accounts receivable vouchers for monthly billings along with creating credit vouchers when needed.

Qualifications:

- Minimum Grade 12
- Office education, accounting certificate or equivalent
- Knowledge of accounting practices
- Minimum 1 year experience in accounts receivables or relevant field
- Understanding of Municipal operations. Municipal experience preferred.
- Basic computer skills – the ability to work with spreadsheets in Excel. Data entry.
- Accounting knowledge – basic accounting, understanding of debits and credits. Understanding account history
- Ability to work with the public
- Ability to work with deadlines

Salary range: \$28.50 to \$36.88 Hourly

- Salary will be commensurate with experience and qualifications.
- Lac La Biche County offers a comprehensive and competitive benefits package and pension plan.
- Competition Number: 66-ARC-18
- Closing Date: Open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources
Lac La Biche County
Box 1679
Lac La Biche, AB T0A 2C0
Fax: 1-888-421-2533
Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.