

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
12-10116	Accounts Receivable Clerk	Senior Finance Officer	03300-01-1-111-0302004-04-????	
Department		Division/Region	Community	Location
Nunavut Housing Corporation		12100-01	Iqaluit	Iqaluit

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
To maintain all accounts receivable, reconciliation of corporate bank accounts, monitor contractor payments and prepare general ledger account summaries, in accordance with generally accepted accounting principles and practices and the Financial Administration Manual, in order to collect all revenue due to the Corporation and to perform all financial duties accurately and in a timely manner.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
The position is located in the Corporate Services - Finance Division of the Nunavut Housing Corporation Directorate Office in Iqaluit, NU. The incumbent reports to the Senior Finance Officer and the duties of the position have a financial impact on the GN, Federal Departments and other corporate clients.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

- Maintain adequate control of all revenues in excess of 180 million/year in order to collect all money due to the Corporation.

Main Activities

1. Prepare invoices as required
2. Perform monthly reconciliations of receivable general ledger accounts
3. Follow-up on delinquent accounts by written correspondence, telephone and personal contact, when required.

- Prepare Monthly Reconciliation of General Accounts

Main Activities

1. Check each transaction for validity and ensure compliance with the Financial Administration Manual
2. Preparing payroll liability reconciliations
3. Prepare appropriate adjustments for all discrepancies

- Reconcile corporate bank accounts and monitor reconciliation of Districts contingency accounts.
- Provide administrative support to the Finance Division.

Main Activities

1. Maintains, communicates and recommends revisions to the collection policy
2. Investigates and follows up on short payments
3. Prepares weekly Account Receivable reports

Main Activities

1. Mails statements adding notes regarding collection
2. Receives and inputs cash receipts
3. Applies cash receipts to customer accounts in Accounts Receivable
4. Prints and files reports and supporting documentation

Main Activities

1. Check each transaction for validity and ensure compliance with the Financial Administration Manual

Main Activities

2. Assists in the development and implementation of changes to procedures to improve operations
3. Conducts investigative work and problem solving to vendor accounts
4. Provides training, guidance and advice to district staff on accounts receivable and reconciliation procedures

This position will also need to provide back up support to Accounts Payable Clerk, Data Entry Clerk and related areas.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

- Knowledge of accounting principles and practices and internal control
- Knowledge of Financial Administration Manual
- Ability to communicate in written and oral English
- Working knowledge of computers including Microsoft word, Excel and Windows
- Fair degree of familiarity of Accounting Software (e.g. FreeBalance)
- Minimum two years' of working experience in handling of Accounts Receivables
- Knowledge and skills to understand and operate a computerized financial accounting system
- Grade 12 diploma with a strong aptitude in math

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The job requires sitting in one location much of the time in a comfortable indoor environment. There is some standing and lifting or carrying of light material.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

The environment is generally controlled and comfortable with very remote possibility of accident or ill health.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

The incumbent spends most of the time in front of a computer. Dealing with telephone inquiries on a daily basis especially from Corporation clients requires the incumbent to be very attentive.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

The mental pressure becomes pronounced on occasions, to meet weekly, monthly and year end deadlines and manage heavier workloads. Tact and diplomacy is required in dealing with Corporate clients.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	