



EMPLOYMENT OPPORTUNITY

ACCOUNTS RECEIVABLE CLERK

EXTENDED POSTING

Great opportunity for a motivated Accounts Receivable professional to join our Finance team and gain experience in property management. We are a modern and progressive First Nation near Saskatoon and if you're hard-working and dedicated, we want to hear from you. Apply to join our team today!

POSITION SUMMARY

In accordance with standards of the Whitecap Dakota First Nation and reporting to the Chief Financial Officer, the Accounts Receivable Clerk is responsible for performing financial transactions and administrative duties associated with rental agreements and public works services in an accurate and timely manner.

DUTIES

- Create new tenant accounts in accounting software and process new tenant leasing documentation;
- Provide on-going education and support to tenants about payments processes;
- Establish and maintain a current, accurate and secure filing system for leasing documentation;
- Monitor pre-authorized and electronic payments from tenants;
- Collect and apply monthly rental payments and additional payments to tenant accounts and issue receipts;
- Liaise with other departments for rental subsidies and payroll deductions for rent payments;
- Update and reconcile rent payment schedules;
- Report on delinquent accounts to Director of Housing and Public Works and prepare tenant notices;
- Prepare and submit to Director of Housing and Public Works detailed tenant chargeback notices such as repairs due to negligence or special charges;
- Prepare and submit month end rent roll report and subsidy reports to Director of Housing and Public Works;
- Prepare and submit approved refund requests for tenant security deposits to Finance;
- Prepare deposit slips and remit to Finance;
- Establish and maintain a current and accurate tracking system for purchase orders; and
- Fill out and submit approved purchase orders to vendors and Finance.

SKILLS AND QUALIFICATIONS

- A minimum of 1 to 2 years of accounts receivable experience preferred.
- Strong attention to detail with a high level of accuracy.
- Intermediate Microsoft Office Suite (Excel skills).
- Experience working with ERP or accounting software.
- Ability to establish good working relationships with other departments and tenants.
- Demonstrated strong written and verbal communication skills.
- Relevant experience working in property management is an asset.

The successful candidate shall be subject to a Criminal Record Check as a condition of employment.

EMPLOYMENT TYPE: Full-Time.

SALARY AND BENEFITS:

- Salary is based on qualifications and experience.
- Comprehensive health benefits and pension plan.
- Eligibility for a 50% subsidy off regular rates at the Early Learning Centre in Whitecap.

APPLICATION PROCESS:

Submit cover letter and resume via email to: employment@whitecapdakota.com. You will receive an automatic reply acknowledging receipt of your application.

APPLY BY: March 8, 2020

WDFN encourages all applicants to come forward and submit an employment application. Priority will be given to qualified Whitecap employees. We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.

