



Position Title: Accounts Receivable Clerk V	Department: Finance
Date: October 2025	
Reporting Manager Title: Manager of Financial Services	
Reporting Supervisor Title (if applicable):	

Position Summary:

Reporting to the Manager of Financial Services, the Accounts Receivable Clerk V is responsible for the full-cycle accounts receivable function including invoicing, processing payments, and maintaining customer accounts. The incumbent provides a wide variety of accounting and clerical support in a fast-paced environment. This position will be interchangeable with the Accounts Payable Clerk in order to provide services to the Finance Department and assistance to the Financial Accountant as necessary.

Essential Duties and Responsibilities:

Accounts Receivable Processing

- Create and maintain customer accounts for all CRD services.
- Preparing invoices and processing payments across all services as required.
- Responsible for the accurate processing of all incoming cash transactions.
- Process credit applications for customer accounts.
- Prepare annual utility invoices.
- Post and balance all invoices and payments to the GL Module.
- Perform monthly closes of all Accounts Receivable functions.
- Reconcile all Accounts Receivable accounts to the general ledger.

Cash Handling and Support

- Oversee the cash receipting functions at satellite offices and provide support as required.
- Provide training and support to all users of the cash receipting function.

Policy and Compliance

- Ensure compliance with Accounts Receivable record management policies.
- Ensure compliance with PST filing requirements.

Customer Service and Collections

- Deal with queries from internal and external stakeholders regarding customer accounts.
- Compile and transfer delinquent utility accounts to Property Taxes annually.
- Recover overdue customer accounts and send delinquent accounts to collections.

Reporting and Reconciliation

- Compiles financial information, lists, and reports as required.
- Assist Financial Accountant with monthly bank reconciliation.
- Prepare necessary working papers as required for annual external audit.

Cross-Functional Support

- Provide coverage in Accounts Payable function when needed.
- Assist with EMBC (Emergency Management British Columbia) task claims.
- On occasion provide back-up to reception as required.
- Provide cross-training and orientation to new Finance Department employees.

Financial Resources:

- Full-cycle accounts receivable processing.
- Invoice generation, customer account maintenance, and reconciliation.
- Assist with budget tracking, audit documentation, and financial reporting.
- Liaise with departments and external customers to resolve account issues.
- Preparation of audit documentation and year-end financial support.

Technical Expertise:

Knowledge

- Working knowledge of accounting principles and practices related to accounts receivable functions.
- Knowledge of relevant legislation, regulations, and compliance standards including CRA guidelines.
- Knowledge of Microsoft Office software programs, especially Excel, and familiarity with Vadim accounting software.

Skills

- **Communication:** Excellent interpersonal and communication skills to liaise with internal and external stakeholders.
- **Organization:** Strong organizational skills and attention to detail.
- **Software Proficiency:** High level of computer skills including data entry and spreadsheet preparation.
- **Data Entry:** Accurate and efficient data entry with attention to detail.
- **Reconciliation:** Strong skills in matching transactions and resolving discrepancies.
- **Customer Service:** Strong customer service orientation and negotiation skills.

Abilities

- **Multitasking:** Ability to multitask, prioritize, and manage time efficiently.
- **Independence:** Ability to work independently with minimal supervision and meet deadlines.
- **Team Support:** Ability to work as part of a team and provide support where needed in a high energy environment.
- **Problem Solving:** Investigate and resolve account or billing issues.
- **Accounting:** Ability to calculate, post and manage accounting figures and financial records.

Education, Experience, and Qualifications Required:

- Minimum of five (5) years of experience in accounts receivable or a related accounting role.
- Diploma or certificate in accounting or finance from a recognized post-secondary institution is preferred.
- Solid understanding of basic accounting principles.
- Proficiency in Microsoft Office with superior skills in Excel.
- Proficiency with medium sized accounting software. Vadim or similar municipal accounting software is preferred.

Working Conditions:

Work Environment: Office-based indoor environment with focus on clerical work and regular use of computers and financial software.

Physical Requirements: Requires frequent sitting, with occasional walking, standing, and light lifting. Walking to the bank to make bank deposits.

Work Schedule: Regular part-time hours, Tuesday to Thursday, with occasional overtime as required during peak periods such as year-end and coverage of AP position absences.

Stress and Responsibility: Moderate stress related to meeting financial deadlines, ensuring accuracy in payments, and adhering to compliance standards.

Core Competencies Required for the Job:

This position requires proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework (refer to Appendix A for detailed descriptions).

Disclaimer:

This job description outlines the primary responsibilities and qualifications of the role. Additional tasks and duties may be assigned as needed to support team and organizational objectives.



Appendix A – For All Employees

Core Competency Framework for the Cariboo Regional District:

All employees of the Cariboo Regional District require proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework.

Community and Service Orientation

- Dedication to delivering high-quality, accessible services for all communities
- Providing responsive, respectful service that reflects the Cariboo Regional District's values and meets resident needs
- Demonstrating empathy, patience, and commitment to improving the quality of life for residents

Clear Communication

- Effectively conveying information to diverse audiences, including public presentations and written reports
- Actively listening to understand community concerns and respond with integrity
- Maintaining transparency in all interactions, ensuring clear, honest communication

Team Collaboration and Partnership Building

- Working effectively within and across teams to achieve shared goals
- Fostering cooperative relationships with municipal partners and community organizations
- Respecting and supporting diverse perspectives

Problem Solving and Accountability

- Identifying practical solutions to challenges with transparency and fiscal responsibility
- Using data and analysis to make informed, effective decisions
- Taking responsibility for actions and decisions, maintaining integrity and accountability



Project Management and Organization

- Planning and executing projects with a focus on community impact and resource efficiency
- Managing time and resources effectively, meeting deadlines and maintaining detailed records
- Adapting project plans to accommodate the needs of varied communities and changing priorities

Adaptability and Responsiveness

- Responding to changing needs and priorities across the Cariboo Regional District with resilience and flexibility
- Embracing continuous learning to stay relevant and effective in a dynamic regional context
- Demonstrating openness to feedback and willingness to improve

Cultural Sensitivity and Inclusivity

- Respecting and valuing the diversity within the Cariboo Chilcotin, including Indigenous and rural communities
- Fostering inclusivity and cultural awareness in interactions with residents and colleagues
- Demonstrating empathy and understanding for diverse community needs and values

Health and Safety Awareness

- Promoting a safety-conscious environment for both staff and residents
- Staying informed of relevant health and safety regulations
- Committing to safe practices in various settings, from urban to remote areas

Environmental Sustainability

- Advocating for environmentally responsible practices in all Cariboo Regional District projects
- Demonstrating commitment to conservation and sustainable use of natural resources
- Supporting initiatives that promote long-term environmental stewardship in the Cariboo Chilcotin



Emergency Preparedness and Crisis Management

- Coordinating effectively during emergencies, supporting community resilience
- Collaborating with local agencies and Indigenous communities for comprehensive crisis response
- Being prepared for quick, informed action in response to emergencies and natural disasters within the Cariboo Regional District

Leadership and Integrity

- Leading by example with honesty, ethical behavior, and commitment to the Cariboo Regional District values
- Inspiring and motivating others while fostering a culture of accountability and respect
- Acting as a positive role model, upholding high standards of professional conduct

Strategic Thinking and Regional Vision

- Aligning actions and goals with the Cariboo Regional District's mission to build vibrant, sustainable communities
- Anticipating future community needs and adapting strategies to address long-term goals
- Understanding broader trends that impact regional development, from social to environmental