

Internal and external applications including a **detailed resume and outline of qualifications**, are being accepted by the Human Resources & Safety Division until **4:00 p.m., October 22, 2021**, for the following position.

Note: Please submit your application electronically to recruit@synergynorth.ca

FINANCE CLERK

Accounting Department / Finance Division
Office Staff Collective Agreement

Group III Schedule "B": \$16.83 to \$24.04/hour (May 1, 2021 rates)

POSITION SUMMARY:

Under the general direction and guidance of the Accounting Supervisor, is responsible for invoicing; General Ledger account distribution; collection and receipt of all non-energy and energy related charges; and the transmission of Pre-authorization Payment files.

- Prepares and Records non-energy related invoices.
- Processes and updates adjustments and refunds as necessary.
- Performs collection activities for non-energy related charges.
- Reconciles the non-energy related charges subledger to GMBA.
- Performs duties specific to particular instructions on invoices.
- Processes and transmits pre-authorized payment files to the bank.
- Accepts credit card/debit card payments on non-energy related invoices.
- Posts miscellaneous receivable payments.
- Assists in processing and balancing all payments received through customer accounts, accounts receivable, mail, night deposit boxes, depots, retailers and banklines.
- Performs daily cash balancing to the general ledger.
- Answers phone enquiries and assists with any external and internal inquiries relating to customer payments received. Responds to any written (fax/email) inquiries relating to customer payments received.
- Utilizes remote deposit to make daily deposits to the financial institution.
- Performs collection activities on delinquent accounts.
- Provides monthly updates of invoice information relating to Work in Progress.
- Performs such other related duties as may be assigned.

QUALIFICATIONS:

Mandatory:

- Secondary school graduation together with post secondary courses in Accounting, or an equivalent combination of education and experience.
- An excellent knowledge of accounting/bookkeeping procedures and principles is required.
- A demonstrated intermediate/advanced skill and proficiency in computer software applications including Financial applications.
- Demonstrates good customer service, communication and interpersonal skills with a commitment to continuous improvement and teamwork.
- Must be able to meet deadlines with attention to detail.

Preferred:

- Experience with Microsoft Office Software including Excel, Word, and Outlook.
- Experience with Central Square financial modules would be an asset.

Conditions of Employment:

- Must be willing to work out-of-town and be available to work overtime and/or remotely as required.
- Must successfully complete a Police Information Check.