



ACCOUNTS RECEIVABLE CLERK

COMPETITION: #2294-50010108

SECTION: Financial Services Section, Police Stores Unit
STATUS: Temporary full-time
DURATION: Approximately 12 months, which may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting, or upon return of incumbent
HOURS OF WORK: Tuesday to Friday, 8:00 a.m. to 5:00 p.m.
SALARY: Pay Grade 17 - \$29.13 to \$34.23 per hour
COMPETITION END DATE: Wednesday, July 27, 2022

Responsible for preparing and issuing invoices, and reconciling accounts receivable, from outside agencies, companies, and internal groups.

ESSENTIAL DUTIES

- Processes, reconciles, and prepares journal entries, and issues invoices and statements for costs to be recovered by the VPD
- Refers to MOUs, contracts, and/or agreements to identify billing requirements
- Compiles and creates billing sheet information to generate invoices in the SAP Accounts Receivable module
- Maintains the master data sheet for all recoverable costs
- Reconciles cost centre reports against billing information and all pay information
- Reviews customer accounts and issues statements on a monthly basis and follows up on outstanding accounts and makes recommendations for action
- Reviews accounts for allowances and bad debts
- Prepares, reconciles, and updates account information and master logs to generate various periodic and year-end reports
- Enters data, and processes and/or generates invoices and reports from the accounting system
- Liaises with customer representative when there is a dispute for amount billed
- Creates and maintains order number accounts and order groups in SAP, ensuring the correct type of order account is selected to best serve the purposes of financial accounting and reporting
- Assists with the development and enforcement of finance-related policies and procedures
- Provides back-up relief for other account clerks in the Finance Section
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Level 2 Excel and Word
- Excellent numerical skills with the ability to make arithmetic calculations with speed and accuracy
- Strong verbal and writing skills
- Exceptional organizational skills with the ability to multi-task and complete assigned tasks efficiently and effectively
- Ability to work with minimum supervision, initiate clerical procedures, and exercise sound judgement and make decisions in accordance with applicable rules, regulations, and policies.
- Ability to establish and maintain effective working relationships in a team environment

Preferred:

- Working knowledge of SAP or ERP system



EXPERIENCE

- Minimum of one year or recent relevant experience working in an accounting or finance function

EDUCATION

Required:

- Grade 12
- OR courses in introduction to accounting and/or bookkeeping at a recognized post-secondary institution

Preferred:

- Completion of or enrolment in post-secondary accounting or finance program

OTHER REQUIREMENTS

- Valid BC Driver's licence (preferred)
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

SELECTION PROCESS

Candidates will be required to achieve 70% on a written test in order to move forward to the interview stage.

- The test will account for 60% of the overall score
- The interview will account for 40% of the overall score

NOTE: This position falls under the jurisdiction of Teamsters Local 31.

We thank all applicants, however, only those short-listed will be contacted.

Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.