



**Catholic Christian**  
**O U T R E A C H**

## **Accounts Receivable Clerk**

<b>Position Type:</b>	<b>Short-Term/Co-op (4-8 months)</b>
<b>Job Region/Location:</b>	<b>Catholic Christian Outreach Canada Headquarters: Ottawa, ON</b>
<b>Reporting Relationship:</b>	<b>Controller</b>
<b>Working Conditions:</b>	<b>Normal Office Conditions</b>
<b>Funding:</b>	<b>Support Team and Partnership Development</b>
<b>Application Deadline:</b>	<b>As soon as possible</b>

### **Position Overview**

The Accounts Receivable Clerk reports to the Controller and is responsible for performing accounting and clerical tasks related to the efficient maintenance and processing of accounts receivable transactions. These include assisting the Controller with the preparation of journal entries, maintaining balance sheet schedules and ledgers and account reconciliations. Assisting with monthly closings and account analysis and supporting the Controller in carrying out the responsibilities of the accounting department.

### **Main Job Tasks and Responsibilities**

- Maintain up-to-date accounts receivable records
- Maintain accounts receivable customer files
- Monitor customer account details for non payments, delayed payments and other irregularities
- Carry out billing, collection and reporting activities according to specific deadlines
- Follow up, collection and allocation of payments
- Perform reconciliation of accounts
- Follow established procedures for processing receipts, cash etc
- Prepare bank deposits
- Investigate and resolve customer queries
- Process adjustments
- Communicate with customers via phone, email, mail or personally
- Post income transactions from the donor management system to the accounting system
- Assist with month end closing
- Reconcile and maintain balance sheet accounts
- Prepare journal entries
- Assist with monthly closings and preparation of monthly financial statements
- Assist with preparation of monthly financial reports
- Assist with account/bank reconciliations
- Assist with implementing and maintaining new internal controls and financial procedures

### **Education and Experience**

- Proficient in Microsoft Excel and Word
- Knowledge of general accounting procedures
- Knowledge of accounts receivable
- Proficient in data entry and management
- Knowledge of relevant computer applications
- Bachelor degree in commerce or related field

**Key Competencies**

- Organization and prioritization
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills
- Information management skills
- Problem analysis and problem-solving skills
- Initiative
- Team work

**Support Team and Partnership Development (STPD)**

All CCO staff have the unique opportunity and privilege to rely on God's providence. The successful candidate will develop their own team of financial and prayer supporters who contribute directly to the funds for their salary. For more information on STPD, please see our STPD FAQ at <http://careers.cco.ca>.

*For more information on this or other employment opportunities with CCO Canada, please contact us at [hr@cco.ca](mailto:hr@cco.ca).*