

SOUTHERN RAILWAY OF BRITISH COLUMBIA



Job Description



Job Title	Accounts Receivable Clerk	Job Group: 05
Work Location:	Head Office, New Westminster	
Division/Department:	Finance	
Reports to:	Manager, Banking, Credit & Payroll	
Status:	Full-time	Affiliation: Non-exempt

Duties & Responsibilities:

- Prepare and distribute invoices; record and process A/R entries including invoices, cash receipts and adjustments; review late or outstanding A/R balances and contact clients for payment; prepare monthly statements.
- Process computer generated and manual invoices and distribute to freight customers on a weekly basis.
- Upload rental, car repair, signal maintenance and sundry invoices into Enterprise Resource Planning (ERP) and distribute to customers.
- Distribute monthly demurrage invoices and monthly miscellaneous.
- Enter invoices into ERP from invoice requisitions received for processing and distribution.
- Record and apply cash receipts for all invoices. Apply cash receipts in ERP to appropriate invoices/GL accounts and balance on a daily basis.
- Run and save daily cash receipt reports.
- Investigate and resolve discrepancies as required or refer to supervisor for direction.
- Initiate and prepare customer refunds as required for A/P clerk.
- Review late or outstanding A/R balances. Investigate overdue accounts, inform customers of outstanding balances, and refer problem accounts to supervisor as required.
- Prepare monthly A/R subledger account reports.
- After all invoicing and cash receipts have been entered and posted for the month, run and save subledger reports
- Respond to inquiries from management, staff and customers regarding accounts and statements.
- Upload inventory requisitions upon receipt from Manager, Project Accounting to ERP in current month.
- Update daily currency exchange rates in ERP; customer records and contact information; rental and CPI rates per customer agreements.
- Maintain compliance with all company policies and procedures.
- Perform other related duties as assigned by supervisor.

Education and/or Work Experience Requirements:

- High school diploma or GEEd required.
- Accounting Certificate or Diploma from a recognized post-secondary institution.

- Two (2) to 4 years of experience in a related field or an equivalent combination of education and experience.
- Excellent computer proficiency in MS Office (Word, Excel, and Outlook).
- Possess excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and exemplary customer service.
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

SRY HR Approval:		
MoveUp Approval:		Approval date: