

CAREER OPPORTUNITY for Accounts Receivable Clerk (Full-time) Catholic Pastoral Centre, Calgary

OVERVIEW

The Accounts Receivable, Clerk is responsible for processing all transactions related to accounts receivable, charity tax receipts, reconciliations and clerical functions on a timely basis and in accordance with established policy and procedures within a multiple-entity organization.

RESPONSIBILITIES

- Responsible for all accounts receivable data entry
- Generate and send invoices to all clients in a timely manner
- Post accounts receivable invoices ensuring accurate coding
- Make daily bank deposits
- Post and record daily cash receipts
- Set up and process on-line payment entries as required
- Respond to accounts receivable and employees' inquiries in a timely and professional manner
- Review and reconcile accounts receivable sub ledger for outstanding balances, discrepancies, adjustments and problem solve as required; resolve billing any payment discrepancies
- Enter donations, prepare tax receipts and acknowledgement letters for signature
- Prepare monthly bank reconciliations for multiple bank accounts
- Prepare quarterly and annual accounts receivable reconciliations as required
- Maintain all accounts receivable and donation paper and electronic filing systems
- Accounts payable cover-off
- Act as backup for the Accounts Payable Clerk
- Assist with reception coverage during the receptionist's lunch breaks and absences, including vacation and other leaves as required
- Other duties as assigned by the Financial Administrator

QUALIFICATIONS

- Post secondary education in accounting is an asset
- Minimum 3-5 years of experience in Accounts Receivable
- Experience with Sage 100 or equivalent is an asset
- Experience with Raiser's Edge/Sales Force is an asset
- Experience working in a Charity or Not-for-Profit environment is an asset
- Effective communication and interpersonal skills
- Advanced proficiency with MS Office products
- Demonstrated ability to accurately calculate, enter, and manage accounting figures and financial records
- Ability to handle confidential information with discretion

HOURS OF WORK

Full time position, 35 hours/week. Monday to Friday. Flexibility with hours is required due to the nature of this role and will include some evenings and weekends.

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Code of Pastoral Conduct & Accountability for Lay Diocesan Employees

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **noon on Tuesday, March 25, 2025**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.