



## **Job Description**

**TITLE:** Accounts Receivable  
**REVISED:** August 12, 2021  
**REPORTS TO:** Troy Palcit

### **Position Information:**

Accounts Receivable is responsible for accurate banking and the administration side of buying and selling for Monarch. Specifically, they are responsible for the accounts receivable subsidiary ledgers and the reconciliation there of to the general ledger.

### **Duties and Responsibilities:**

- Prepare customer invoices
- Answer customer inquiries and resolve any minor account differences
- Balance and prepare daily floats for sales counter
- Post cheques, direct deposits and prepare daily bank deposits
- Collect delinquent accounts
- Process credit reports, credit checks and set up new customer accounts
- Process monthly interest charges for delinquent accounts
- Prepare month-end working papers and related work
- Maintain accurate notes and files regarding customer account changes
- Perform related work as required
- Maintain satisfactory attendance and punctuality
- Project a positive attitude for the benefit of our customers and fellow employees
- Ensure that all work performed is thorough, accurate and completed in a timely manner
- Work effectively without supervision

### **Health and Safety Responsibilities:**

- Work in compliance with the provisions of the Occupational Health and Safety Act (OHSA), regulations, and internal health and safety policies and procedures
- Use or wear the equipment, protective devices or clothing required by Monarch
- Report to the supervisor any missing or defective equipment or protective device which could endanger someone
- Report to supervisor any contravention of the OHSA regulations, or Monarch safety policies and procedure by another employee or customer
- Report any observed hazards to the supervisor
- Do NOT remove or make ineffective any protective device without providing an adequate temporary substitute. When the work is complete, the original protective device must be replaced immediately
- Do NOT use or operate any equipment, machine, device, or thing, or otherwise work in a manner that may endanger anyone

- Do NOT engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Know, understand and implement safe work practices and procedures
- Know understand and employ established rules and procedures for handling materials, equipment and processes (e.g. use proper lifting techniques, etc.)
- Use equipment and materials only in the manner intended
- Attend required safety training programs (e.g. office ergonomics), and apply the knowledge gained from these training sessions
- Report all injuries, incidents and unusual conditions immediately to supervisor
- Inspect work area daily and report any hazards immediately to supervisor

**Qualifications:**

- This is an entry level position
- Completion of college certificate or diploma in book keeping, accounting or equivalent experience and training.
- Proven ability to deliver exceptional customer service
- Excellent problem-solving and organization skills
- Ability and willingness to be flexible under changing conditions
- Ability to exhibit professionalism with a positive attitude under pressure
- Well-spoken, friendly and articulate

**Working Conditions:**

The accounts receivable clerk's office is located in our newly renovated administrative offices where each workspace is equipped with state-of-the art ergonomic equipment. Our height-adjustable workstations are equipped with one-touch technology that allows you to easily alternate between a seated or standing position throughout the 8 hour shift. He or she will be required to use office equipment, such as a computer, fax machine and telephone. He or she will work mainly in an indoor, temperature moderated, well-lit environment.

**Note:**

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, work load, rush jobs, or technological developments).