



The following position is funded by the Government of Canada

Job Position: Accounts Receivable / Payable Clerk

No of Position: 1

Job Location: Unit 4 & 7, 100 McLevin Ave., Scarborough, ON M1B 5K1

Wage rate per hour: \$14/hr. – 37.5hr/week for 7 weeks

Minimum Qualifications: Must be a returning full time student of a College or University in Business Administration.

Application Closing: JUN 18th, 2018

Job Descriptions:

Accounts Receivable / Payable Clerk Job Responsibilities:

- Making receipts for revenue and pays invoices by verifying and completing payable and receivable transactions.
- Prepares work to be accomplished by gathering and sorting documents and related information.
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Obtains revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
- Collects revenue by reminding delinquent accounts; notifying customers of insufficient payments.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains accounting ledgers by posting account transactions.

- Verifies accounts by reconciling statements and transactions.
- Resolves account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments.
- Maintains financial security by following internal accounting controls.
- Secures financial information by completing data base backups.
- Maintains financial historical records by filing accounting documents.
- Contributes to team effort by accomplishing related results as needed.

Accounts Receivable Payable Clerk Skills and Qualifications:

Administrative Writing Skills, Organization, Data Entry Skills, General Math Skills, Financial Software, Analyzing Information, Attention to Detail, Thoroughness, Reporting Research Results, Verbal Communication

Skills:

Quick Books, Basic Bookkeeping knowledge

Conditions:

- Be between 15 and 30 years of age at the start of employment.
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Please email your resume to

Email: hr@muslimwelfarecentre.onmicrosoft.com Web: www.muslimwelfarecentre.com