COMMUNAUTÉ RÉGIONALE DE
Campbellton
REGIONAL COMMUNITY

Job Description

Accounts Receivable Clerk

Inclusion Statement :
All references to gender in this job description are intended to be inclusive. The Campbellton Regional Community is committed to employment equity and encourages applications from all qualified individuals.

Department :	Finance
Job Title :	Accounts Receivable Clerk
Reports to :	Assistant Treasurer
Last Revised :	October 22, 2026

ACCOUNTS RECEIVABLE CLERK

1. IDENTIFICATION

1.1	Organization :	Campbellton Regional Community (« City »)
1.2	Department :	Finances
1.3	Job Title :	Accounts Receivable Clerk
1.4	Employment Status :	Permanent – non-unionized
1.5	Immediate Supervisor :	Assistant Treasurer
1.6	Last Revised :	October 22, 2026

2. DUTIES AND RESPONSIBILITIES

2.1 Summary of Responsibilities

The incumbent is responsible for processing accounts receivable, including processing payments, recording cash receipts, maintaining general and water accounts, and performing other related accounting duties.

2.2 Health and Safety Responsibilities

The incumbent must act in a manner that protects their own health and safety and that of others in the workplace. They must be familiar with the City's safety rules and regulations. Any identified hazard must be reported to their immediate supervisor. They must use and wear the personal protective equipment prescribed by regulations or required by the City. If asked to perform a task for which they believe they have not received the necessary training, they must inform their supervisor.

2.3 Tasks Profile

- Process and monitor accounts receivable, including accounts for municipal services, rentals and other amounts owed to the City.
- Prepare, verify and process recurring and one-time billing, including adjustments, credit notes and applicable interest, in accordance with current rates, procedures and authorizations.
- Verify, process and record payments and cash receipts, including pre-authorized payment transactions, declined or returned payments, and duly authorized refunds.
- Maintain the records and information required for billing, including changes in property ownership, water consumption data and changes to services.

- Reconcile accounts receivable and cash receipts with accounting records, investigate discrepancies and make the necessary corrections in accordance with established procedures.
- Monitor and collect overdue accounts in accordance with established procedures, including issuing notices and communicating with the parties concerned, and refer files requiring further decisions or intervention.
- Respond to inquiries about accounts receivable, handle related correspondence, and prepare certificates and other required documents.
- Prepare, verify and maintain accounts receivable reports, including reports on billing, cash receipts, reconciliations and overdue accounts.
- Verify and approve service charges related to accounts receivable activities within delegated authority.
- Ensure that supporting documents and accounts receivable records are filed, retained and traceable, and provide the information required for period-end procedures and financial audits.
- Provide reception coverage in the absence of the person responsible, including greeting and assisting the public, answering telephone calls, handling requests within the scope of the position and directing other requests to the appropriate departments, and accepting payments and performing related cashier duties in accordance with established procedures.
- Perform any other related duties assigned by the immediate supervisor.

3. LEVEL OF AUTHORITY

The incumbent reports to the Assistant Municipal Treasurer and has no supervisory authority over other staff members.

4. JOB REQUIREMENTS

4.1. Required Education

- High school diploma.
- Certificate in accounting or office administration awarded upon completion of a program of at least one semester at a recognized technical institution or college.

4.2. Specific Knowledge and Skills

- Good record-keeping skills.
- Intermediate computer skills (Microsoft Office, particularly Excel).
- Knowledge of Sage Accpac is considered an asset.

4.3. Mandatory Requirements and Experience

- Fluency in French and English, both spoken and written.
- Availability to work overtime upon request.
- At least two years of experience in an accounting-related position.

4.4. Behavioural Competencies

La personne titulaire du poste doit démontrer les compétences suivantes :

- Accuracy and attention to detail:
  Process financial data accurately and verify the quality of completed work.
- Organization and priority management :
  Plan work, meet deadlines and manage multiple requests simultaneously
- Analytical thinking and problem-solving:
  Identify discrepancies, investigate their causes and propose appropriate solutions.
- Customer service orientation :
  Greet, listen to and assist people with courtesy, patience and professionalism.
- Communication and tact :
  Clearly explain account information and handle collection matters respectfully and firmly.
- Discretion and integrity :
  Protect confidential information and handle files impartially.
- Independence and judgment :
  Carry out duties responsibly, respect the limits of delegated authority and recognize situations that must be referred to the person responsible.
- Collaboration and adaptability :
  Work effectively with other staff members and adapt to changing priorities, particularly when providing reception coverage.
- Composure :
  Remain calm and professional in difficult situations or when dealing with dissatisfied individuals

5. REMUNERATION

- Salary: 21,60 $ to 29,16 $ per hour, depending on qualifications and experience.
- This is a permanent, full-time position with benefits.

6. HOURS OF WORK

- 35 hours per week.
- Monday to Friday, 8 :30 a.m. to 4:30 p.m., with a one-hour unpaid lunch break. (8:00 a.m. to 4:00 p.m. during the summer, subject to Council approval).

7. WORK ENVIRONMENT

- Office work.

8. TRAVEL REQUIREMENT

- Occasional travel outside the City for training.

9. OPERATIONAL REQUIREMENTS

- Occasional overtime.

10. JOB DESCRIPTION APPROVAL

10.1 Departmental approval

Approved by : Kelly Laflamme Initials : _____

Title : Director of Corporate Services-Finance/Treasurer

Approval date : October 22, 2026

10.2 Municipal administration approval

Approved by : Manon Cloutier Initials : _____

Title : Chief Administrative Officer

Approval date : October 22, 2026

11. ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of this job description:

Name: _____

Incumbent's signature :

Date : _____