



EMPLOYMENT OPPORTUNITY
HOUSING ACCOUNTS RECEIVABLE CLERK
DEADLINE: MARCH 22, 2018, 12:00 P.M.

The **Clerk** is responsible for providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner.

DUTIES:

- Assist with Shelter Agreements
- Issue monthly invoices for rent collection to Lake Babine Nation tenants
- Contact customers to secure payment information, address disputes and/or provide necessary backup and documentation as required until full debt is closed.
- Receive and fill out receipts for customers, whether by cash, check, credit, and other forms of payment.
- Investigate collection problems and advise customers on Lake Babine Nation A/R policies and procedures.
- Form collection strategies to mitigate customer objections to making timely A/R payments.
- Perform clerical duties in order to maintain administration

REQUIREMENTS:

- Office Procedures Certificate
- Strong Bookkeeping skills and two (2) years' experience with Finance
- Computer Skills / knowledge with Microsoft Excel, Word, internet use
- Familiar with Basic Equipment: Photocopier, Fax
- Customer friendly
- Valid Class 5 Drivers' License, reliable vehicle MANDATORY
- **Confidentiality Crucial to this position**

SUBMIT COVER LETTER AND RESUME TO:
BEATRICE MACDONALD, HUMAN RESOURCES
P.O. Box 879, Burns Lake, B.C., V0J 1E0
Email: beatrice.macdonald@lakebabine.com
Fax: 250-692-4790

Only those short listed will be contacted. No phone calls please.