

## Job Description

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<b>Job Title:</b>	Accounting Assistant – Accounts Receivable and Payable
<b>Department:</b>	Waterloo Undergraduate Student Association
<b>Reports To:</b>	Financial Systems Specialist and Accountant
<b>Jobs Reporting:</b>	none
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	October 2019

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### **Primary Purpose**

The accounting assistant – payables and receivables is responsible for applying their knowledge of policies and procedures to reconcile accounts, record revenue and expense transactions, invoice sales transactions and collect and record payments. WUSA records revenue directly as payments are received and also through its accounts receivable system by invoicing for sales and services. Objectives are achieved by understanding policies and procedures, reviewing documentation, addressing compliance issues, and entering transactions.

### **Key Accountabilities**

#### **Accounts Receivable**

- Process WUSA invoicing data, including updating/maintaining the customer database
- Investigate and respond to customer inquiries regarding invoicing and collection activities
- Record cheque and EFT payments made directly to WUSA
- Investigate appropriate posting allocations for payments that arrive without appropriate backup (initiate inquiries with University departments and/or payment providers)
- Reconcile all accounts receivable accounts in the general fund
- Prepare timely and accurate bank deposits for accounts receivable and clubs.

#### **Reconciliations and Controls**

- Effectively and consistently apply knowledge of WUSA policies and procedures and other published guidelines when reviewing and processing transactions
- Perform bank reconciliations for Societies' to ensure timeliness, accuracy and completeness of all transactions. Investigate and resolve any discrepancies
- Responsible for Event ticket reconciliations for all WUSA events. This would include reconciling the sales levels of the tickets with the revenue processed
- Regularly perform safe audits to ensure appropriate level of funds are maintained and accounted for. Reconcile the amounts in the safe to amount recorded in the account and investigate and resolve any discrepancies

#### **Customer Service**

- Ensure WUSA receives payments in a timely manner through regular monitoring and follow up of overdue receivables
- Work with WUSA staff to ensure that WUSA policies and procedures surrounding expenses and revenues effectively communicated and followed
- Provides regular coverage for the reception area for WUSA

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### **Accounts Payable**

- Reconcile statement of accounts from accounts payable suppliers
- Investigate and respond to all outstanding vendor charges
- Maintain vendor database
- Provides support to AP depending on volume of transactions to be processed and time of term or year

### **Required Qualifications**

#### **Education**

- High School Diploma
- Post-Secondary accounting courses (college or university)

#### **Experience**

- One or two years as an accounts payable and/or accounts receivable clerk
- Minimum 1 year previous experience reconciling complex transactions/accounts
- Previous experience in an enterprise wide computerized accounting environment
- Experience in a not-for-profit environment preferred
- Intermediate user for Microsoft programs

#### **Knowledge/Skills/Abilities**

- Demonstrated ability to prioritize and manage high-volume assignments accurately and efficiently
- Excellent customer service skills
- Keen attention to detail
- Willingness to adapt and be flexible in a regularly changing work environment with shifting priorities.
- Excellent interpersonal and communication skills
- Ability to work independently as well as in team settings
- Ability to maintain confidentiality

### **Nature and Scope**

- **Contacts:**
  - Would regularly contact UW full time staff for clarification and to provide support
  - This role would work with many partners to resolve both accounts payable and accounts receivable issues
  - Support staff and students internally with questions regarding accounts, reimbursements, invoicing and payments to vendors
  - Interacts regularly with customers to resolve AR issues and collections
- **Level of Responsibility:**
  - Maintain a welcoming and friendly office atmosphere
  - Accuracy of information to students and effectively communicating this information
  - High level of accuracy for data input
- **Decision-Making Authority:**
  - Limited decision making
  - Input into decisions regarding job responsibilities and other guidelines/procedures that impact full-time staff
- **Physical and Sensory Demands:**

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- Some distraction as working in open office area
- Some distractions depending on the time in the term.
- Individual must be able to manage concurrent assignments and prioritize workload in order to meet deadlines
- **Working Environment:**
  - This is an open office based position within a dynamic student environment with student management changing annually with changing goals and strategies implemented each year.