



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/19

## Accounts Receivable Clerk (Bilingual)

<b>Job ID</b>	<b>97-BA-4C-E7-DE-A0</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=97-BA-4C-E7-DE-A0">https://careers.indigenous.link/viewjob?jobname=97-BA-4C-E7-DE-A0</a>	
<b>Company</b>	BGIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2019-08-06	To: 2020-02-02
<b>Job</b>	Type: Full-time	Category: Public Administration
<b>Languages</b>	French and English	

### Description

#### Position Summary:

We are looking for a skilled A/R Clerk to provide financial, administrative and clerical services. The A/R Clerk is responsible for managing the invoicing for multiple Client accounts. The functions include processing subcontractor invoices, accounts payable and accounts receivable while maintaining appropriate documentation through an organized system of filing. As an A/R Clerk, you must be accurate and reliable in handling accounts and documents. Since you will be using technology to expedite your work, a good degree of computer knowledge is required.

#### Responsibilities

Managing account balances to discover outstanding debts or other inconsistencies

Collecting all information needed to calculate bills receivable

Prepare bills, invoices

Checking the data input in the accounting system to ensure accuracy of final bill

Verify discrepancies and resolve clients' billing issues

Issue invoices and bills and send them to customers through various channels (mail, e-mail etc.)

Issue customer account statements periodically or whenever necessary

Send reminders for payments and contact customers when assigned

Answer questions and handle complaints from customers regarding bills

Compile necessary client reports to upper management

### Essential Skills

Proven working experience as billing clerk

Solid understanding of basic accounting principles and collection regulations

Bilingual in English and French (written and spoken)

Proven ability to calculate, post and manage accounting figures and financial records

Data entry skills along with a knack for numbers

Hands-on experience in operating spreadsheets and accounting software

Proficiency in MS Office

Customer service orientation and attention to detail

### How to Apply

<https://trr.tbe.taleo.net/trr01/ats/careers/v2/viewRequisitionorg=BGIS&cws=60&rid=8970>