

Human Resources Department

JOB TITLE	ACCOUNTS CLERK II – RECEIVABLE
TYPE OF VACANCY	STAFF
DEPARTMENT/UNIT	ACCOUNTS RECEIVABLE – UB NORTH
REPORTS TO	ASSISTANT DIRECTOR – ACCOUNTS RECEIVABLE, UB NORTH
<p>SUMMARY: The Accounts Clerk II in the Accounts Receivable Department provides administrative, clerical, accounting and analytical support related to recording and processing payments received from customers, donors and financial contributors and creating reports. More specifically, the duties include receiving, recording and posting payments, controlling receivables through verifying and reconciling all funds received in a timely manner, as part of the accounts receivable process.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Accounts Clerk II in the Accounts Receivable Department, UB North is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ Serve as Cashier to collect all funds due to the University and issue change and receipts. ➤ Balance/reconcile receipts and prepare bank deposits for submission. Maintain a log of these deposits. ➤ Upon presentation of class schedule, print and issue student bills to students. ➤ Assist students who have queries concerning their balances. As required, direct to appropriate Supervisor. ➤ Assist with monitoring delinquent student accounts and reconciling balances. Follow-up as required to ensure payment in full. ➤ Administer tuition payment plans and ensure collection of the same; ➤ Reconcile the student subsidiary ledger to the relevant receivable control account in the general ledger; ➤ Assist with administering scholarship donor portfolios, issue billings, receive, log and process payments, and reconcile transactions in a timely manner. ➤ Ensure that all scholarship transactions are posted in the subsidiary ledger on a daily basis; ➤ Assist with reconciling donors' balances in the subsidiary ledger with the appropriate Scholarship Receivable control accounts in the general ledger; ➤ Assist with preparing computerized accounting spreadsheets & compiling auditors' schedules as required. 	



POSITION ANNOUNCEMENT

REQUIREMENTS:

- Must be very organized
- Attention to detail is required
- Knowledge of Microsoft Office Suite a plus
- Good oral and written communication skills

QUALIFICATIONS:

- Office Assistant's Certificate, OR approved equivalent as for FS-1 AND five (5) years relevant work experience or Associate Degree in relevant area. Also accounting skills.

Salary Grade	FS-2
Date Published	November 2022
Application End Date	December 2, 2022 (or until filled)
Date to be Removed	December 2022

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

Email Address: hrapply@ub.edu.bs
Subject: Accounts Clerk II – Receivable, UB North
Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Accounts Clerk II – Receivable, UB North.