

Job Title: Accounts Receivable.

Job Purpose: In charge of Accounts Receivable Processing.

Direct Report: Controller

Salary Range: \$20-\$25 per hour Depending on Experience

Job Code: Core / Flex

Core responsibilities:

1. Perform the day to day processing of financial transactions to ensure that club finances are maintained in an effective, up to date and accurate manner

Main Activities:

- Greet and assist members
- Answer phones
- Direct calls and respond to inquiries
- Manually post all banquet checks to member accounts
- Manually post adjustments and corrections to member accounts.
- Print member month-end statements
- Mail all statements
- Maintain the general ledger as authorized by the Controller.

2. Provide administrative support in order to ensure effective and efficient office operations

Main Activities:

- Maintain inventory files
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial files

3. Perform other related duties as required by the Controller.

Experience required: 5 to 7 years direct experience.