



Haldimand-Norfolk  
**REACH**

*supporting children, families, communities*

## **Finance Unit**

### **ACCOUNTS RECEIVABLE CLERK**

*Full-time, Permanent, Salaried*

**Ref. #2024-63**

*Salary Band T, Year 1: Step 1 \$38,764 - Step 2 \$43,609 - Step 3 \$48,455*

*Benefits as per first column of the Staff Association Cooperative Agreement, Article 12(a).*

#### **Responsibilities:**

- Produce invoices and process accounts receivable entries
- Verify, allocate, and post details of transactions to accounting software program
- Code invoices with the appropriate general ledger account number(s), program codes and descriptions
- Reconcile and balance client accounts
- Prepare other internal/external reports as needed
- Collect payments and contact clients as required.

#### **Qualifications:**

- Post-secondary diploma or degree in business is required
- General knowledge of bookkeeping systems and Microsoft applications
- Experience with Adagio Accounting Software or other accounting software packages
- At least one year relevant working experience
- Ability to work individually and as a team member
- Excellent verbal & written communication skills
- Strong problem solving skills
- Criminal & Judicial Matters Record Check, Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million vehicle liability insurance, clear Driver Abstract and use of a vehicle.

**Please submit a cover letter (citing the reference # above) & resume by email to [jobs@hnreach.on.ca](mailto:jobs@hnreach.on.ca) by November 29<sup>th</sup>, 2024 to:**

Lynn Tessaro, Human Resources Manager

**Haldimand-Norfolk REACH**

101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

**Website:** [www.hnreach.on.ca](http://www.hnreach.on.ca)

*Please contact us if you require accommodation  
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in people's lives every day!