Job Description

IDENTIFICATION

Job Title:	Finance Officer: Accounts Receivable	**Division:**	Financial Services
Name of Immediate Supervisor:		**Position Number:**	YC1023
Supervisor's Title:	Manager of Finance	**Effective Date:**	TBD

Purpose of the Role

Reporting to the Manager of Finance, the Finance Officer - Accounts Receivable ensures the accurate and timely administration of Yukon University's accounts receivable processes and related financial transactions. The role safeguards institutional revenue through invoice preparation, revenue monitoring, preliminary collections, reconciliation activities, travel claim processing, and cash handling functions. This position contributes to the financial integrity, compliance, and operational effectiveness of the University by ensuring receivables are properly recorded, monitored, and collected in accordance with established policies and procedures.

Key Responsibilities

1. Handles all accounts receivable tasks: preparing invoices, verifying documents, monitoring sub-ledgers, and initiating collections for prompt revenue.
2. Reconciles third-party contract revenues and other receivable accounts with the operating ledger, investigates discrepancies, and implements corrective actions to maintain financial accuracy and integrity.
3. Processes and monitors employee travel claims and advances in compliance with University policies, ensuring accuracy, completeness, and appropriate documentation.
4. Manages daily cashiering functions, including balancing transactions, preparing bank deposits, maintaining cheque control logs, and administering petty cash and coin floats in accordance with policy.
5. Supports broader financial operations by assisting with bank and VISA reconciliations, reviewing transactions for reasonableness and compliance, contributing to audit preparation, and recommending improvements to financial controls and processes.

People Leadership

- No direct supervisory responsibilities.
- Provides functional guidance to staff regarding invoice preparation, travel claims, and administrative procedures.
- Contributes to team effectiveness by collaborating with Financial Services staff to ensure cohesive and consistent service delivery.
- Demonstrates thought leadership by identifying recurring process issues and recommending procedural improvements.

JOB ELEMENTS

Decision - Making

- Determine when to initiate preliminary collection actions for overdue accounts in accordance with established procedures.
- Assess the completeness and compliance of travel claims and petty cash disbursements and approve or return submissions for correction.

- Identify and resolve minor discrepancies in coding or payment allocations, escalating significant financial risks or policy deviations to the Manager of Finance.
- Recommend procedural improvements to address recurring administrative or financial control issues.

Communication and contacts

- Exchange information daily with the Manager of Finance and Financial Services team to coordinate priorities, resolve discrepancies, and ensure compliance with financial procedures.
- Respond to inquiries from managers, coordinators, instructors, administrative staff, students, and external clients regarding invoices, payments, credits, and travel claims.
- Explain financial policies and procedures, clarify documentation requirements, and provide guidance on accounts receivable and travel-related processes.
- Communicate with external customers and stakeholders to follow up on outstanding accounts and facilitate timely payment.

Knowledge and Experience

Experience

- General accounting within a computerized financial environment.
- Performing reconciliations, managing cash handling processes, supporting audits, and applying financial policies.
- Working in a public sector or post-secondary environment is considered an asset.

Knowledge and Business Acumen

- Strong knowledge of accounting principles, revenue management, and internal controls.
- Demonstrated proficiency in integrated financial information systems and advanced Microsoft Excel and Word skills.
- Ability to analyze financial data, identify discrepancies, assess risk related to overdue accounts, and ensure compliance with institutional policies including travel and petty cash procedures.
- Sound judgment in managing sensitive financial information, maintaining confidentiality, and balancing customer service with fiscal responsibility.

Education

- Diploma in accounting, finance, business administration, or a related field is required. An equivalent combination of education and directly related experience may be considered.

Specific Working Conditions & Requirements

- No travel required.