



**Job title:** Accounts Receivable Clerk  
**Department:** Position specific to heavy trucks  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval date:**  
**Date reviewed:**  
**Employment status:**  
**Written by:**

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### **SUMMARY JOB DESCRIPTION**

<i>Verifies credit, keeps and reconciles accounts receivable records and looks after the appropriate collection of accounts, at the request of his/her supervisor. Updates various financing/credit files and participates in administrative tasks.</i>

**The MAJOR TASKS** are listed below, but the incumbent may be assigned to other duties.

- Actively participates in evaluating and granting credit, verifying the customer's credit history and processing applications from new customers to open accounts.
- Collects the required information (credit or other information) for accounts to be opened and lines of credit to be increased and forwards the information and his/her recommendations to his/her supervisor.
- Updates the ledger of customer accounts.
- Files documents regarding customer financing/credit.
- Reconciles the statements and collects accounts, at the request of his/her supervisor.
- Jointly with his/her supervisor, identifies and suggests appropriate action to deal with past due accounts and difficult cases.
- Prepares the monthly statements of accounts receivable.
- Takes telephone calls regarding accounts receivable and follows up on requests.
- Updates customer account information.
- Enters relevant data into the computer system, as instructed by his/her supervisor.
- Prepares a report on units sold, using the manufacturer's logging system.
- Keeps accurate delivery records.
- Maintains a petty cash system and advises his/her supervisor of cash needs.
- Verifies the entry of all cheques.

- Cooperates in related special projects, on request.
- Maintains a professional appearance.
- Performs other tasks, based on management requirements and instructions.

## SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs..*

## JOB REQUIREMENTS

**Language skills**  
**Knowledge and skills**  
**Responsibilities**

**Effort**  
**Work conditions**  
**Other requirements**

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Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

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***N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.***