



**Cornwall & Area Housing Corporation**  
**Société de logement de Cornwall et de la région**

1916, rue Pitt Street, # 11, Cornwall, Ontario K6J 5H3

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**Accounts Receivable Clerk (bargaining)**

**Reference: 2017-005**

Cornwall and Area Housing Corporation is seeking one (1) individual to fill the permanent full time position of Accounts Receivable Clerk.

Applicants must possess the following qualifications:

- Minimum of 2 years of recent experience in accounts receivable using automated accounting systems;
- Diploma or Certificate in accounting with an understanding of accounting principles;
- Data entry skills;
- Ability to reconcile sub-ledgers; post daily receipts; verify data and reconcile discrepancies; prepare bank deposits; maintain float and petty cash; provide assistance to the Accounting Clerk with collections efforts, including liaising with outside collection agencies;
- Reception duties – meet and greet visitors;
- Operate multi-line phone system;
- Excellent understanding of the requirements of dealing with highly confidential information;
- Ability to organize and maintain files;
- Ability to work in a highly computer-literate work environment (Windows, Yardi Voyager, Microsoft);
- Ability to provide clerical support to the Manager of Finance and Administration;
- Must possess excellent communication skills (both oral and written) in English and French;
- Ability to multi-task and set appropriate work priorities;
- Knowledge of Ontario Health & Safety standards;
- Must provide a Vulnerable Sector Police Background Check to the Corporation's satisfaction.

Reporting to the Manager of Finance and Administration, the Accounts Receivable Clerk is responsible for ensuring accurate receipt, recording and deposit of all rent revenues, preparation and analysis of monthly reports.

The Cornwall and Area Housing Corporation offers a competitive hourly rate of pay and comprehensive benefits.

Applicants are invited to submit resumes and proof of qualifications by Friday, September 8<sup>th</sup>, 2017 at noon.

The Cornwall and Area Housing Corporation  
Attention: Manager, Finance and Administration  
Cornwall and Area Housing Corporation  
1916 Pitt Street, Unit 11 Cornwall, Ontario K6J 5H3  
Fax: 613-938-6280  
E-mail: [hr@cahousing.ca](mailto:hr@cahousing.ca)

Cornwall and Area Housing Corporation is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for interviews will be contacted. Une copie de ce document est disponible en français en communiquant au (613) 938-7717 poste 16.