



Accounts Receivable Clerk

GEF Seniors Housing is the largest provider of affordable supportive living residences for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees.

Details: Full Time, Days, 40 hours per week, Monday to Friday, 8:00 AM – 4:30 PM

Pay Scale: \$20.00 – \$25.00 per hour

Location: Central Services, 14220 – 109 Avenue NW, Edmonton, AB, T5N 4B3

Typical Duties:

Preparing monthly rent roll and donation roll, processing paperwork for resident/tenant move in and move outs, transfers and annual rent reviews. Entering cash receipts and preparing billing and account reconciliations, updating databases, electronic filing, and supporting the finance department as needed.

Experience/Education Preferences:

- A certificate or diploma in Accounting is required
- Strong computer skills, including Microsoft Office, Word, and Excel
- Strong customer relations skills

Other Requirements:

- High degree of attention to detail
- Excellent communications skills, both written and verbal
- Aptitude for numbers and accounting
- Ability to work independently, as well as a team member

Please send your resume quoting job posting number

(A01) ARC 6 by March 22, 2019 to:

**Human Resources, GEF Seniors Housing
14220-109 Avenue, Edmonton, AB T5N 4B3**

Fax: 780-482-4054 | Email: jobs@gef.org

Internal applicants: Please advise your supervisor or manager of your intent to apply.

The successful applicant will be required to undergo a criminal records check.