


Position Identification			
Position Title	Revenue and Accounts Receivable (AR) Administrator		
Position Replaces	n/a		
Position Level	Employee	Position Code	1006
Pay Group	Group 7	Date (last revised)	Aug-22
Supervisor Title	Supervisor, Revenue and Accounts Receivable	Sup. Position Code	1768
Additional Requirement	CRC	N/A	
Division	Finance	Flexible Work Arrangement	Flexible Work

Organizational Description
<p>BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.</p> <p>Our Mission: Delivering transportation services you can rely on</p>

Department Summary
<p>The Accounting department is vital to our organization's financial health, overseeing crucial functions such as accounts receivable, accounts payable, treasury management, and financial reporting. We ensure the integrity, accuracy, and efficiency of financial operations transactions while also upholding compliance to standards and optimizing resources to support the organization's success and sustainability.</p>

Job Overview
<p>Reporting to the Supervisor, Revenue and Accounts Receivable, the Revenue and Accounts Receivable Administrator is responsible for preparing bank deposits, recording payments received in the bank, and accounting for all receipts accurately into the financial accounting system. The Revenue and AR Administrator is responsible for the recording and invoicing of multiple revenue functions, including revenue from our electronic fare collection system and vendor network. Scope of work includes, but is not limited to, corporate billings, local government billings, grant transactions, fare revenue and other income. The position is also responsible for the completeness and accuracy of the vendor and supplier master databases. The ideal candidate is highly organized and promotes a customer service orientation by developing and maintaining customer relationships and providing outstanding customer service.</p>

Key Accountabilities and Expectations	
Key Accountability	Expectation
Financial Responsibility	<ul style="list-style-type: none"> • Accurately and efficiently processes invoices and handles collections and reconciliations of cash, cheque, and electronic payments while ensuring compliance to a complex set of rules including legislation, corporate policies, departmental procedures, legal contracts, collective agreements, accounting standards, tax law, pre-defined thresholds and unique customer requirements • Manages the customer and supplier information master database in the enterprise resource planning system ensuring correct identity, contact information, banking information and default tax codes are reliable and up-to-date • Determines the correct application of sales taxes on invoices and receipts and independently performs research to support these decisions • Applies judgement to determine if documents are confidential in nature and treats them appropriately to ensure the sensitive handling of such documents • Prepares bank deposits and enters bank deposit details into the accounting system • Completes the daily reconciliation of reception cash register sales to reception cash register receipts • Prepares and enters journal vouchers for items such as revenue allocations, non-sufficient fund returns, warranty claims, other deposits and accruals • Liaises with other departments regarding revenue and receivables as required and monitors, identifies, and notifies appropriate personnel of incoming payments • Identifies and resolves discrepancies in relation to the collection and reconciliation of accounts receivable and notifies internal and external customers when payments are returned due to non-sufficient funds • Actively manages the collection of funds from customers for non-sufficient fund returns, overdue, or delinquent accounts • Identifies areas for potential process improvements and innovations to increase efficiency, accuracy, and consistency of the financial record; documents internal processes and supports the development of appropriate financial controls

	<ul style="list-style-type: none"> • Actively manages the accounts receivable email inbox to address internal and external customers in a timely manner • Independently prioritizes and manages workload to meet corporate and departmental deadlines • Safeguards BC Transit assets by identifying and reporting potential sources of financial fraud • Ensures that keys, electronic signatures, cash, cheques and other items critical to our business operations are always safeguarded • Assists with financial statement or internal audits as needed by providing backup required for the testing of accounts receivable, revenue and deferred revenue balances and transactions • Trains and mentors new team members • Provides coverage for other accounting department staff as required • Performs a variety of clerical functions such as filing and retrieving confidential documents
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Grade 12 Diploma or equivalent • Some post-secondary accounting courses
Experience	<ul style="list-style-type: none"> • Two years related experience in a computerized accounts receivable, revenue or related financial administrative role • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Strong working knowledge of day-to-day revenue and/or accounts receivable operations • Working knowledge of general accounting practices • Experience applying corporate policies and procedures to complex situations • Experience with the treatment of GST & PST as it applies to revenue and accounts receivable • Minimum keyboarding/data entry speed of 40 WPM • Strong organization, communication, customer service, problem-solving, investigating and decision-making and math skills • Working knowledge of JD Edwards or a similar enterprise resource planning system (ERP), Hubble, Excel, Outlook and other Microsoft programs is considered an asset