



ACCOUNTS RECEIVABLE COORDINATOR

Last revised: February, 2024

COMMERCE STUDENTS' ASSOCIATION (CSA)

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

POSITION OVERVIEW

The Accounts Receivable Coordinator is responsible for completing the accounts receivable function for the CSA.

POSITION RESPONSIBILITIES

- Write corporate partnership invoices and collect payment from corporate partners.
- Verify and record deposits made to the CSA safe.
- Prepare bank deposits together with the Vice President of Finance.
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.

LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- Managers of Corporate Relations
- Corporate Partners

SKILLS DEVELOPED

- Accounts receivable
- Communication skills
- Time management
- Organization skills



ACCOUNTS RECEIVABLE COORDINATOR

Last revised: February, 2024

POSITION DETAILS

Number of positions available: 1
Reports to: Vice President Finance

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
Medium	Medium	Medium

High = 10-15 hours a week
Medium = 5-10 hours a week
Low = Less than 5 hours