



JOB POSTING

Job Title:	Rate Audit Clerk
Department:	Revenue Distribution
Date:	January 9, 2012
Closing Date:	January 17, 2012

The purpose of the Rate Audit Clerk is to generate the invoice and allocate revenue between involved Members. This involves the initial collection of all required scanned documents and auditing the bills of lading.

Duties and Responsibilities:

- Make sure all documentation is scanned to the website. If any documentation is missing, trace to the responsible Member. Follow up with trace requests until the needed documentation has been scanned to the website
- Audit completed bill of lading using appropriate tariff, special instructions and policies
- Allocate revenue to all Members involved and generate an invoice where applicable
- Assisting Member with all enquiries
- Correct own processing errors
- Date stamp all incoming original scale tickets for Government moves and sort in priority order
- Any original documentation received, other than scale tickets for Government moves, must be scanned to the website and mailed back out to the hauling Member
- Monitoring own workload and meeting monthly

Qualifications:

- O.S.S.D. or equivalent
- Intermediate accounting skills
- Strong time management and organizational skills
- Strong interpersonal skills and problem solving skills
- Good computer skills
- Good numerical skills
- Detail oriented
- Good aptitude with of Canadian geography
- Knowledge of transportation industry an asset

Interested applicants, please submit your resume with a cover letter to ayashar@moveone.ca. no later than **Tuesday, January 17, 2012.**