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Accounts Receivable Specialist

Description

We are currently looking for an experienced Accounts Receivable Specialist for our Toronto office. The ideal candidate will be highly organized, motivated, team player with a positive attitude.

Responsibilities

- Stay updated with company's accounting rules and credit policies
- Conducting credit checks on new and current customers with credit insurance company to obtain customers' credit rating info. Maintain and update customer records as required.
- Resolving problems in relation to invoice payments utilizing various methods of contact as required including phone calls and emails
- Reporting to management on outstanding issues along with highlighting potential issues.
- Administrative update and maintenance and reconciling the customer accounts
- Communicating with customers for past due and unpaid invoices.
- Posts customer payments by recording check payments, credit card transactions and payment of other methods.
- Send reminders for payments, resolve customer disputes, and contact customers when assigned.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, order desk and from customers.
- Resolves collections by analyzing customer payment plans, payment history, credit limit.
- Ensure timely escalation/communication of any issues and questions
- Issues monthly statements, or as requested, to customers in format required for reconciliation; excel or PDF
- Other data entry duties as assigned.
- Protects organization's best interest by keeping accounting information confidential.
- Accomplishes accounting and organization mission by completing related results as needed
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Qualifications

- Accounting designation preferred but not required
- Familiarity with Microsoft Great Plains accounting system
- Minimum 3-5 years accounts receivable experience
- Intermediate to advanced excel skills including an understanding of shared workbooks
- Thrive in working in a fast-paced dynamic environment
- Strong work ethic, high integrity
- Excellent communication skills

Job Benefits

Hiring organization

INTS Consulting

Job Location

Toronto

Working Hours

Monday to Friday 8 Hrs Shift

Base Salary

\$ 18.00

Date posted

2021-11-17

