

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	ACCOUNTS RECEIVABLE ADMINISTRATOR
JOB NUMBER	3380
NUMBER OF POSITION/S	1
NOC CODE	1431
CLOSING DATE	No Closing Date
LOCATION	Winnipeg, MB Inkster
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DUTIES	<ul style="list-style-type: none"> - Prepares daily deposits. Applies payments to the member/client accounts. Performs reconciliations of cash applied to the bank deposits - Calling customers as required and follow through on outstanding Accounts Receivable balances - Set up and maintenance of customer accounts - Prepare, post and balance daily deposits, credit / debit memo journals - Communicate with sales staff - Conduct credit checks for new accounts - Investigate and follow up on customer debit notes, missed invoices and short payments - Ensure that accounts are credited or disputes are resolved on a timely basis - Performs AR related account reconciliations and other month-end close processes - Other duties include data entry into excel, coding, and investigating charge-backs
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none"> - Basic Accounting skills - Knowledge of MS Office (Word, Advanced Excel) - Must be able to communicate effectively - Experience with cash applications would be a definite asset - Attention to detail and accuracy is required - Education: 1 to 3 years of experience in accounts receivable / collections and post-secondary diploma - or certificate in a related accounting program
OTHER DETAILS	Company offers a competitive compensation package and provides significant opportunities for growth and career development.
APPLICATION PROCESS	Send targeted resume Apply through your CC

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APPLICATION DETAILS	Please, send your targeted resume to your Career Coach in order to apply
JD	Yelena Petrukhina