



Position Description

Position Title: Accounts Receivable Clerk (**Seasonal**)

Work Location: Nisku, Alberta

Department: Finance

Title of manager this position reports to: Finance Manager

Positions reporting to this role: n/a

Work Rotation (if applicable): Five days a week

Work Days / Hours: Monday to Friday – 8:00 a.m. – 5:00 p.m. 1 hour unpaid lunch

Purpose of Role: Responsible for review of orders, invoice preparation and submission.

CORE RESPONSIBILITIES

- Processing and Auditing invoice data from sales/operations
 - Verifying required data fields
 - Minimizing instances of credit notes
- Preparation and submission of invoices from the logistics software (TMW) to customers
 - Emailing invoices
 - Submission of invoices through various online portals (ie. ADP, Cortex)
- Importing invoice data from TMW to the ERP (Sage300)
- Providing cover-off for AR Coordinator (Making collection calls, processing payments)
- Maintaining customer files and creating/updating profiles in the ERP software
- Running Credit Checks
- Processing credit card authorizations/payments

REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- 3 years experience in a corporate administration/finance environment with a focus on Accounts Receivable
- Experience with ERP software, particularly Sage300 (AccPac)
- Experience with TMW transportation software a plus
- Strong attention to detail and data-entry proficiency
- Ability to multitask and prioritize workload to meet deadlines and goals of the organization
- Intermediate proficiency in Microsoft Excel
- Moderate proficiency in other MSOffice applications (Outlook, Word, PowerPoint)
- Results-oriented, positive attitude

PHYSICAL REQUIREMENTS / WORK CONDITIONS

This position works in an office setting, and general physical requirements associated with using a computer at a desk would apply.

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.

| <i>Document Revision Control</i> | |
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