
POSITION SUMMARY

We have an opening for an Accounts Receivable Clerk in our Finance Department. As the Accounts Receivable Clerk, you will work with a team of accounting professionals to support full cycle accounting duties. The right candidate must have a good understanding of accounting principles and prior accounting work experience in a collaborative and respectful work environment. The position will report to the Controller at our Flagship location in Langley.

DUTIES AND RESPONSIBILITIES

- Perform day-to-day full cycle accounts receivable activities, including but not limited to collection calls, customer account set up, credit checks, credit applications, deposit postings and customer account reconciliations, Return Merchandise Authorization, etc.
- Assist with accounts receivable general ledger to sub-ledger reconciliations and month end closing process.
- Monitor accounts receivable aging, respond to all related enquiries, and provide support to colleagues at branches.
- Monitor transactions for discrepancies and compliance to internal controls and company policies.
- Establish and maintain liaison with a variety of internal and external contacts.
- Perform other accounting or administrative duties as assigned.

SKILLS, EDUCATION & EXPERIENCE

- Completion of post-secondary certificate or diploma in Accounting or Business Administration
- Minimum 2 years' experience in an Accounts Receivable role
- Experience with ERP system with Syspro preferred
- Strong ability to multi-task with good time management and organization skills
- Strong attention to details and proficiency in data posting
- Strong analytical and problem-solving skills
- Strong work ethic and a positive respectful, collaborative attitude
- Excellent verbal and written communications skills
- Proficiency with Microsoft Office; Excel, Word and Outlook
- Must be legally able to work in Canada

THE REDWOOD ADVANTAGE:

- Health, Vision and Dental Benefits
- RRSP matching program
- The opportunity to work with a fun and growing organization
- Work for an “essential service” company
- Room for growth and advancement
- Casual business dress environment
- Regular employee appreciation events



**ACCOUNTS RECEIVABLE CLERK
LANGLEY, B.C.**

- Amazing supportive culture!

HOW TO APPLY: If this role is of interest to you, please send us your cover letter and resume to careers@redwoodplastics.com, no later than May 20th, 2022.

Job Type: Full-time