



## ***WE'RE LOOKING FOR AN ACCOUNTS RECEIVABLE CLERK POSITION LOCATION: FORT ERIE, ON***

The Accounts Receivable Clerk is responsible for monitoring customer account balances and status of orders on hold. The Accounts Receivable Clerk is also responsible for conducting credit collections, posting cash receipts to customer accounts and assisting customers with invoice discrepancies.

### **MAIN RESPONSIBILITIES**

#### **Manage Sales Invoices & Accounts Receivables**

- Review customer's open sales orders to release for shipping as required
- Review invoices, validate taxes and send invoice to customers
- Post cash receipts in CODA and apply to outstanding invoices
- Process credit card payments
- Prepare manual invoices and credits as required for bill backs, Rotor Rewards, etc.
- Reconcile and analyse accounts, resolve discrepancies

#### **Conduct Credit Collections**

- Prepare and process credit applications (including verifying references, analysis of credit record, and Group echo verifications)
- Direct contact with customers as necessary for collection of receivables due or pre-payment of orders

#### **Month-End Reporting**

- Prepare and analyse receivables aged trail balance
- Prepare AR reports for financial statements, Intercompany reporting and issuing monthly statements to customers

#### **Administration**

- File invoices and customer correspondence accordingly
- Document work instruction and procedures as required
- Conduct other analysis, reports, or special projects



## EDUCATION & JOB REQUIREMENTS

- Bachelor's Degree or College Diploma in Accounting
- 1-2 years' experience working with Microsoft Excel, SAP Financials or other equivalent Accounting software
- Able to work under limited supervision
- Able to use photocopier, fax machines, and scanners
- Ability to maintain a high level of accuracy in preparing and entering financial information
- Ability to maintain confidentiality concerning financial files and customer credit cards
- Excellent interpersonal skills
- Analytical and problem solving skills
- Decision making skills
- Attention to detail and high level of accuracy
- Computer skills
- Time management skills
- Knowledge and understanding of Generally Accepted Accounting Principles
- Bilingualism (French-English) an asset
- Proficiency with Microsoft Office 2010 pack
- CONTROL
- CODA

**To apply for this position, please send an up-to-date resume and cover letter to [AHCA-HR@airbus.com](mailto:AHCA-HR@airbus.com) by May 3<sup>rd</sup>, 2019**

**We would like to thank all applicants, however, only those selected for an interview will be contacted.**