



JOB POSTING

ACCOUNTS RECEIVABLE TEAM LEADER

LOCATION: Richmond, BC

COMMENTS ON IMMIGRATION: If you are applying for a position in another country, please note that the position and your application will have to be considered from an immigration perspective.

DUTIES AND RESPONSIBILITIES:

- Support account receivable supervisor with problem solving and A/R issues
- Lead and support a team of Accounts Receivable and Data Entry Clerks
- Collection and Credit Responsibilities for the Graymont Group of Companies
- Assist in determining and reviewing credit limits and terms using in-house credit histories and references provided by banks, Dun & Bradstreet and customers
- Assist with compilation of data for credit scores
- Maintain activity log of customer calls and correspondence
- Liaise with Sales and Finance for non-routine credit issues
- Reconcile high volume AR accounts
- Resolve customer's account issues on invoices and payments
- Participate in monthly meetings to review delinquent accounts with Credit Administrator, Regional VP Sales, etc
- Maintain address book numbers
- Backup for cash application to customer accounts
- Reconcile various subsidiary ledgers to GL accounts
- Other duties as required

QUALIFICATIONS:

- 5 to 8 years of related experience
- Supervisory experience required.
- Strong understanding and appreciation of deadlines and commitment to schedules
- Excellent communication and time management skills are required.
- Strong analytical skills and attention to detail
- High level of expertise in Microsoft Office and JDEdwards and willingness to learn other software
- Ability to work independently as well as part of a team
- Ability to handle high work load with little direction or supervision with frequent interruptions.
- Bilingual (French) would be an asset

Please forward resumes to jking@graymont.com