



## Accounts Receivable – Credit & Collections

### ABOUT SNOW CAP

Snow Cap is a BC family-owned and operated Canadian company, honoured to supply our customers Fine Baking ingredients for over 40 years. We are looking for dedicated hard-working people who will contribute to our fun and supportive culture.

### SUMMARY

The Accounts Receivable – Credit & Collections is responsible for providing and inputting accurate account information for our customers and for securing revenue. You not only have proven experience in accounting principles to help with reporting and analysis as required but understand billing and cash applications. You are also a great team player, willing to learn to back up other functions as required.

### PERKS - Why Join Us?

- \$22.00-\$27.00, commensurate on experience.
- Monday - Friday work week (9AM - 5PM)
- Benefits package through Canada Life (medical, dental, vision, extended health, life insurance, LTD)
- Company RRSP Contributions
- Tuition reimbursement possibilities
- Staff product discount
- Company that promotes from within

### DUTIES AND RESPONSIBILITIES

- Reviews credit applications for completeness and notes areas requiring further follow-up
- Regularly reviews credit terms of customers and adjusts when appropriate
- Send out statements and follow-up with both customers and Sales Representatives on discrepancies
- Assisting in cash applications cheque entry and credit card processing
- Other tasks as assigned to support the AR team

### SKILLS AND QUALIFICATIONS

- Demonstrated experience with accounting principles
- Demonstrated ability to work in a fast-paced environment with tight timelines delivering high degree of accuracy and attention to detail
- Intermediate to advanced experience with MS office (especially Excel)
- Excellent communication skills, both verbal and written, with strong attention to detail
- Great team player and can work independently to deliver quality results
- Excellent time management skills, ability to prioritize and multi-task
- Experience with order entry software is an asset

*Other titles for this role: receivables, accountant, A/R, collections*

Job Types: Full-time, Permanent

Salary: \$22.00-\$27.00 per hour