



JOB POSTING

A/R COLLECTIONS AND CREDIT CLERK

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:

- 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 and Bradstreet and customers.
- Determine when accounts are trending delinquent.
- Follow up on delinquent accounts.
- Participate in monthly meetings to review delinquent accounts with Credit Administrator, Regional VP Sales, etc.
- Maintain activity log of customer calls and correspondence.
- Ensure outstanding receivables remain within company targets.
- Liaise with Sales and Finance for non-routine credit issues.
- Participate in monthly meeting to review delinquent accounts with Credit Administrator, Regional VP Sales, etc.
- Resolve customer account issues, such as weight, pricing, freight and sales tax discrepancies.
- Keep customer accounts within terms.
- Prepare and mail statements to customers.
- Process monthly finance charges, as applicable.
- Reconcile customer accounts.
- Create new address book numbers.
- Provide backup for cash application to customer accounts.
- Other duties as assigned.

QUALIFICATIONS:

- 2 to 3 years of related experience
- Service focused
- Strong analytical skills and attention to detail
- Strong computer skills – proficient in Word, Excel, Outlook and experience with JDEdwards software an asset
- Experience with integrated computer systems
- Proven ability to work independently and as part of a team
- Bilingual: English and French an asset
- Excellent verbal and written communication skills.
- Thrive in a fast-paced, growing environment.

Please forward resumes to jking@graymont.com