

Job Code: CW18-018

Position: Accounts Receivable/Assistant Accountant

Position Type: Permanent Full-time

Hours of Work: Monday to Friday 8:30am – 4:30pm (37.5 hours work week)

Location: Richmond, BC

Department: Finance

Compensation: Commensurate with experience

Reporting to the Finance Manager, the Accountant is responsible for assisting with Accounts Receivable including collections. This role is also responsible for reconciling general ledger accounts and preparing daily cash flow. Furthermore, this role will be assisting in other areas in our finance.

The main responsibilities for this position include:

- Assist with the collection of Accounts Receivable due and past due to maintain a positive cash flow
- Resolves all customer invoicing queries ensuring payment of outstanding amounts
- Prepare daily bank deposits & daily wire payment paperwork
- Posts all receipts in a timely manner so as to ensure up to date customer statements
- Generates and distribute monthly billing
- Generate and distributes monthly customer statements in a timely manner
- Maintains customer database within Accounts Receivable ensuring up to date customer information

Skills and Qualifications

- 2-3 years' experience in similar role
- Experience with an accounting system is a must: Sage and Sage intelligence accounting is an asset
- Candidate with Accounting diploma or who are pursuing a CPA designation will be given priority. The successful candidate will be detail oriented and possess strong interpersonal skills.
- Experience in Microsoft Excel (Vlookups and Pivot tables)
- Detail-oriented and committed to quality and high accuracy of work
- Keen to drive innovations
- Strong organizational and time management skills to meet multiple deadlines
- Ability to establish priorities and handle multiple and sometimes competing priorities

ContainerWorld offers an attractive package which includes excellent benefits and competitive compensation.

To apply for this position please email your resume and salary expectations.

We thank all applicants for their interest; however, only those selected for an interview will be contacted