

Accounts Receivable Clerk

Coastal Pacific Xpress is a well-established full service transportation, logistics, and warehousing company with a strong focus on the delivery of temperature controlled and time sensitive freight throughout Canada and the US. We are a recognized leader, customer driven and employee oriented workplace, with a strong sense of community.

We are currently looking for an energetic and highly motivated individual that is tech savvy to be an integrated member of our finance department. The essential functions for this role include:

1. On a daily basis, posts cash receipts into the system and follows up on any discrepancies.
2. Assists the Accounting Team in interpreting and resolving accounts receivable matters.
3. Responsible for general journal entries, A/R adjustments, and reconciliations.
4. Maintains accurate customer files, keep track of name changes, mergers, address changes, credit limits, and client communication preferences, and relays this information to the appropriate personnel.
5. Responsible for setting up new clients within the system upon completion of a successful review of the customer's credit history, and communicating with customer's credit references, and credit reporting or collection agencies as required.
6. Researches client issues relating to short payments and invoice discrepancies, discusses any deviation from client payment plans, obtains appropriate approvals to have open credits applied, and in general, keeps the accounts receivable system as clean as possible.
7. Upon request, provides special reports reflecting current status of customer accounts.
8. Reviews consolidated invoices.
9. Accesses client websites to obtain payments status information and reconcile against outstanding invoices.
10. Assists the Billing team to ensure accurate and timely processing of invoices.
11. Performs other duties and projects as assigned.

ABOUT YOU:

- Excellent keyboarding and computer skills, including proficiency with MS Office (particularly Outlook, Excel, and Word).
- Excellent communication skills: verbal and written
- At least one year A/R experience and collections experience in a computerized environment is required.
- Professional training in Credit and Collections is an asset.
- Experience within the Transportation industry is an asset but not required.
- Personal leadership skills are an asset

COMPENSATION AND REWARD

As part of a strong total compensation package, we offer a competitive salary in combination with a comprehensive, industry leading benefits program and generous vacation accrual. We offer extensive training along with opportunities to participate in personal/professional growth programs. Along with benefits, a generous FLEX plan is available that can be personally tailored. Some options include: RRSP/TFSA, buying additional vacation days, and a health spending account.

TO APPLY

If you are the amazing individual we are looking for, please forward your resume and cover letter to teamHR@cpx.ca with the subject heading "AR Clerk." We thank all applicants in advance; however, only qualified candidates will be contacted for an interview.