

JOB OPPORTUNITY

Color Ad Packaging is a Winnipeg based leading producer of quality commercial packaging products. We are focused on providing our customers with world-class flexible packaging solutions that are manufactured in a clean and safe work environment.

We are currently hiring an **Accounts Receivable Associate**.

POSITION SUMMARY

Reporting to the Accounting Manager, the Accounts Receivable Associate is responsible for accurate and timely issuing of sales invoices into the company's ERP system. The Accounts Receivable Associate is also responsible for the maintenance and collections of customer accounts.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Accurate and timely issuing of sales invoices from ERP system
- Performing reconciliations and preparing weekly and monthly reporting on sales, collections and receivables
- Performing other reconciliations and reports in support of the A/R function
- Work with a continuous improvement mind-set, adopting Lean strategies to identify and implement process efficiencies and procedures for improved effectiveness in position where applicable
- Maintain good working relationships with customer contacts

QUALIFICATIONS, SKILLS & REQUIREMENTS

- Minimum 2 years of experience in an accounting environment
- Well-organized and able to balance and prioritize tasks
- Strong attention to detail, accuracy and efficiency in performance of duties
- Strong written and verbal communication skills
- A self-starter, able to work independently and as part of a team
- Competency in Excel and ERP environments.
- Post-secondary education in accounting is an asset
- Experience working in a Lean/Continuous Improvement environment

PHYSICAL CAPABILITIES

- Physical demand requires no undue fatigue regarding sitting, standing and walking. Work is conducted in a standard office environment.

Color Ad offers a competitive wage and benefits package.

If you meet the qualifications required and if the above position describes your experience and interests, please submit your resume to hr@colorad.ca.

We thank all candidates who apply, however, only those selected for further consideration will be contacted for an interview.

Color Ad Packaging is an equal opportunity employer, committed to maintaining a diverse workforce.