

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 Clerk**.

POSITION SUMMARY

Reporting to the Manager of Accounting Manager. The Accounts Receivable Clerk is responsible for ensuring accurate and efficient data entry and coding of sales invoices, and to provide customer service for the collections of customer accounts.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Accurate and timely data entry, issuing of sales invoices and posting of collections in ERP system
- Performing reconciliations and preparing weekly and monthly reporting on sales, collections and receivables
- Assist in financial reporting and analysis in support of the accounts receivable function
- Monitor collections on accounts by communicating with customers and sending invoice reminders
- Collaborate with Customer Service and Sales Department to resolve collection issues
- Performing credit verification for new customers
- Establish and maintain good working customer relationships

QUALIFICATIONS, SKILLS & REQUIREMENTS

- Recent graduate from a College or University in business accounting
- Minimum 2 years of experience in an accounting environment
- An accounting or business certificate, diploma or equivalent accounting experience
- 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
- Microsoft Office (specifically with Excel)
- Competency in an ERP environment
- Work with a continuous improvement mind-set, adopting Lean strategies to identify and implement process efficiencies and procedures

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 the Human Resources Department.

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.

