

BRINGING THE BEST OF THE WORLD TO YOUR DOOR

ACCOUNTS RECEIVABLE ADMINISTRATOR

Terra International Food Inc. is one of Western Canada's leading grocery importers, distributors and brand-builders. We represent a number of the world's highest performing specialty, natural, and organic grocery brands. We have a passion for providing the best products and services to our customers and are looking for positive and like-minded people to join our team.

The Accounts Receivable Administrator will work in a small, collaborative, and multi-functional team.

KEY RESPONSIBILITIES

- Update and manage customer credit information
- Review and approve credit applications
- Determine the hold status of orders
- Arrange payment options with customers
- Verify, process and review credit notes
- EDI processing
- Manage customer bill backs
- Complete deposits
- Oversee A/R reports and performance
- Flag and potentially resolve delinquent accounts and insufficient payments
- Prepare monthly reports
- Maintain accounting ledgers
- Process Month End Statements

THE IDEAL CANDIDATE WILL:

- Be positive and proactive with 2+ years' experience as an A/R Clerk
- Demonstrate attention to detail and a high degree of accuracy
- Possess an excellent work ethic, a positive can-do attitude, and be a proactive team player
- Enjoy working independently with little direction

The position is a day shift, Monday to Friday from 8:30am to 5pm, 40 hours per week.

Our compensation package includes staff discounts, extended health benefits, company social events and professional development.

If you enjoy being part of a dynamic team, this is the job for you.

Please e-mail us at employment@terrafoods.ca putting **A/R** in the subject title and include your cover letter and resume telling us why you're the best person for the position.

We thank all applicants but only those eligible to work in Canada need apply at this time. We will only contact shortlisted candidates for interview.

OUR BRANDS INCLUDE



QUALITY. CHOCOLATE. SQUARED.

