



Job Posting

At Terrafix® we value the diversity of skills, knowledge, and perspectives our employees bring to our workplace. After all, it's largely due to their commitment and dedication that we remain one of the largest and most trusted name in the geosynthetics industry for over 50 years.

We have become a market leader by doing the little things that really matter for our customers and staff. We believe in treating each other with respect and giving everyone an equal opportunity to grow. Our culture speaks through our actions and the ways in which we work together, listen, learn, and grow. It's our people that make the difference every day – helping us create value for our customers and earning their loyalty for life.

Terrafix is currently recruiting for an Accounts Receivable Clerk.

Position Title:	Accounts Receivable Clerk
Reports to:	Director, Finance
Location:	Calgary, AB
JOB PURPOSE	
The Accounts Receivable Administrator is responsible for the full credit and collections cycle for the supported region. This role is responsible for distributing invoices and statements, calling on customers to collect past due accounts and posting receipts to the system in an accurate and timely fashion.	
DUTIES & RESPONSIBILITIES	
<p>Customer Billing & Support</p> <ul style="list-style-type: none"> • Responsible for the timely distribution of customer invoices and statements by electronic or hard copy methods. • Respond to customer inquiries and disputes in a timely manner. • Interface with regional sales teams to resolve billing issues. <p>Customer Payments & Collections</p> <ul style="list-style-type: none"> • Post customer receipts in the accounting system in a timely manner to ensure financial records are as current as possible. • Track progress to collections goals and corporate days sales outstanding (DSO) metrics. • Establish and maintain a routine to ensure regular customer contact to discuss past due balances. • Proactively identifies delinquent accounts and creates a strategy to collect funds, in consultation with the Director of Finance. <p>Credit Granting</p> <ul style="list-style-type: none"> • Review and analyze new customer credit by adhering to existing processes and policies to mitigate credit risk to the Company. 	



- Review existing customer base on a regular basis for credit revisions (upward or downward), based on past payment experiences or new 3rd party credit information.
- Respond to credit override requests in a timely manner to support swift customer responses by the sales teams.

Other Duties

- Maintain the accounts receivable filing system to secure all documents.

QUALIFICATIONS

- 4+ years of experience in an Accounts Receivable capacity
- Knowledge of the Sage system would be considered an asset.
- Knowledge of Microsoft Office products
- Business-related education (administration, accounting, finance) would be an asset.
- Excellent communication skills and an ability to be assertive, yet respectful in customer interactions

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- This is an office-based position.
- Office hours may be extended to support different time zone/regions.