

Accounts Receivable Coordinator (Delta)

On behalf of our client, North Delta Seafoods Ltd, established in 1978, we are searching for an Accounts Receivable Coordinator to join their team located in Delta, BC. At North Delta Seafoods, their tradition of fishing in the cool waters of the North Pacific guarantees their commitment to provide only the freshest and most natural wild seafood products to customers worldwide. Their detailed chain of custody makes them accountable to deliver excellence in quality from the fishing fleet and processing plant to packaging and final delivery to the customer.

The Accounts Receivable Specialist will report to the controller and work closely with the accounting team and vendors. This role will take on the full accounts receivable process, handling a high volume of invoice billings and collection while maintaining a solid relationship with our long-term customers. We are seeking a detail-orientated, well-organized, and enthusiastic individual with a desire to take ownership and wanting to continue to grow their career.

Responsibilities:

- Record sales and relieve inventory, check source documents, verify data and correct where necessary
- Store, file, or scan completed documents in designated location
- Prepare daily e-cheque deposits, maintain records, daily receipts, and petty cash.
- Respond to inquiries, investigating and clearing discrepancies.
- Set up new customer account, perform credit check for new customer
- Review aged receivables and collect outstanding receivables
- Develop and maintain relationships with customers to improve the collection process
- Review, prepare and analyze weekly aged AR report
- Work within a team to develop strategies and tools to speed up the collection of receivables
- Performing other tasks as assigned
- Help with settlement disbursements

Skills & Qualifications:

- Accounting diploma or completion of accounting courses
- 1-2 years of recent, related job experience
- Excellent written and verbal communication skills
- Proficient in Excel
- Highly organized and able to finish tasks in an accurate and timely manner
- Strong interpersonal skills and ability to communicate and interact with a diverse team

- Ability to work with tight deadlines and prioritize tasks
- Ability to work efficiently and self-manage in a fast-paced environment, often with little direction
- Team player who is collaborative and solution oriented

This role will appeal to an independent self-starter and team player that continually searches for ways to be part of a team and looks to improve and sustain the business well into the future. If you feel you have the demonstrated background and are interested in learning more about this career opportunity, please forward your resume