



Halifax Seed is searching for a talented individual to join our accounting team, in our Halifax location, in the position of Accounts Receivable Administrator.

Are you passionate about working in a team environment, and enjoy building relationships with customers? If you strive to work in a fast paced environment, for a family owned business, this is the position for you. As a member of the Halifax Seed accounting team, you will be responsible for the following duties:

- Process daily cash for our retail store
- Post payments
- Collection calls
- Make payment arrangements
- Field client inquiries
- Account maintenance and updates
- AR Reporting

Qualifications and Skills

Minimum of two years accounts receivable experience

Strong communication, organizational and time management skills

Results in collections and an understanding of accounting principles

Proficiency with Syspro software considered a strong asset

Experience with Microsoft Office Products

Why Choose Halifax Seed?

Established in 1866, Halifax Seed is Canada's oldest family run seed company. We are an industry leader in Atlantic Canada for horticultural supplies. Our staff is highly qualified, and dedicated to offering exceptional customer service. Halifax Seed offers an excellent benefits package.

We thank all those who apply, however only those applicants who have been selected for an interview will be contacted.

Job Types: Full-time, Permanent

Benefits:

- Dental care
- RRSP match

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- Accounts Receivables: 2 years (Preferred)

Work remotely:

- No

Send your resume to steve.tober@halifaxseed.ca