



Accounts Receivable Clerk

Company Overview

Collaborative Structures Limited is a vibrant construction company that has made its mark within the construction community. CSL provides Construction Management, General Contracting, and Design-Build services within Ontario and beyond, with a history of successfully executing projects in the Industrial, Commercial, Institutional, and Residential sectors.

Are you seeking a position that will put your skills to the test in a collaborative, dynamic work environment? Are you confident about the contributions you can make? If so, we would like to hear from you!

Position Overview

The Accounts Receivable Clerk is responsible for timely issuance of project invoices to Customers and reporting any delinquent accounts to Project Managers for follow up.

Responsibilities

- Generate and send out monthly project invoices
- Carry out billing and reporting activities according to specific deadlines
- Perform trust job reconciliations
- Post all invoices to the G/L in a timely manner
- Investigate and resolve any customer queries such as billing issues
- Research and resolve payment discrepancies
- Maintains accounts Receivable customer files and records
- Protects organization's value by keeping information confidential
- Updates job knowledge by participating in educational opportunities
- Record retention - Filing all customer invoices as per Company and Industry policies
- Close out jobs upon project completion
- Assist with month-end closing
- Other ad-hoc tasks as assigned

Skills and Qualifications

- Minimum 2-year college Diploma in Business or Accounting or equivalent experience
- 3+ years of proven working experience as accounts receivable/billing clerk
- Basic understanding of principles of finance, bookkeeping, and accounting
- Proficient in Microsoft Office programs
- Good knowledge of computerized ERP Systems-Sage 300 an asset

- Exceptional analytical skills, able to identify challenges and develop a critical path to solve problems
- Results oriented, strive to achieve high levels of individual and organizational performance
- Good communication skills (written and verbal), ability to listen and follow-up effectively with all project management teams and customers
- Highly organized, detail-oriented, self-starter capable of prioritizing workflow
- Ability to multi-task, prioritize, and work efficiently;
- Able to adapt to change and work collaboratively with project management team;
- Construction knowledge an asset

What We Offer

- Competitive compensation
- An expansive benefits program including Health, Dental, Life Insurance, LTD, Cost Plus, and a company matched RRSP program
- Opportunity for growth and advancement within the organization

Interested and qualified Applicants can send their resume to recruiting@collaborativestructures.com.
CSL is an equal opportunity employer committed to creating an inclusive environment for all individuals.