

# KEILHAUER

## Job Posting January 2019

### Accounts Receivable Clerk

**\$35,000 to \$40,000 annually + benefits**

Keilhauer manufactures seating and tables for all the areas of the organization where there is an exchange of ideas. Keilhauer products are thoughtfully made to support communication and engagement in “Heads Up” spaces, such as meeting rooms, collaboration areas, lobbies and lunchrooms. Founded in 1981, Keilhauer is a privately owned, design focused contract furniture manufacturer. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards. This full time position includes 9-5 working hours, and full benefits in an environment that values fun, creativity and integrity.

### **Are you our next team member?**

The Accounts Receivable Clerk is a supportive role focused on maintaining Keilhauer’s accounts receivable subledgers and the collection of credit information.

This position calls for an Accounts Receivable Clerk who has a keen eye for detail and the ability to meet established objectives daily. You will be operating primarily in accounts receivable but will also support accounts payable and other areas of Accounting as needed, so you must be able to multi-task, pick up new tasks quickly, and work cross-functionally across the department. At Keilhauer, you’ll have the opportunity to learn in a fast-paced accounting department in the manufacturing industry.

As most matters in accounting are time-sensitive, you must have good time management skills and the ability to evaluate urgency. You know which tasks to prioritize and approach them methodically. When issues arise, you use good judgement and thoughtful analysis, looping in the Supervisor for assistance where needed.

The Accounts Receivable Clerk is a clear communicator who will be a trusted point person for the Credit and Collections Supervisor as well as customers. You are excited by the opportunity to learn and apply your skills. You handle your tasks with composure and diligence, knowing that others count on your timely processing to keep accounts receivable functions flowing.

### **PRIMARY RESPONSIBILITIES**

#### *1. Assists with Accounts Receivable processes.*

- Posts customer payments and ensures accuracy of customer accounts.
- Contacts customers for collection of overdue accounts.
- Works with Credit and Collection Supervisor to resolve any issues.
- Responds to accounts receivable phone and email inquiries.
- Prepares bank deposits.
- Calls and emails customers as necessary in order to update accounts.
- Collects credit information including bank, trade and other references.
- Collects applicable sales tax-exempt certificates.
- Maintains records or filings of credit transactions, deposits, and payments.
- Updates customer file folders and corresponding Syteline files.
- Generates Syteline GL report by sales tax account every month.
- Generates Syteline Sales Report by state every month.
- Assists with the preparation of sales tax returns on a monthly basis for review by Supervisor.
- Back up for Credit Supervisor in reviewing Credit Hold Report and works with the Controller to have orders credit released for shipping.
- Back up for invoicing when required.
  - Verifies the Tax Validation Report in Syteline to review for any sales tax discrepancies.
  - Verifies accuracy of invoices in relation to product quantities shipped by running the To Be Invoiced Report.
  - Processes and distributes invoices on a timely basis.
  - Posts the Sales Register.

2. *Assists in paying bills accurately and on time.*

- Assists accounts payable team with the timely and accurate processing of vendor invoices.
- Checks prices and quantities on invoices and submits any discrepancies to the AP Supervisor prior to vouchering.
- Attaches invoices to all payments processed during bi-monthly cheque runs.  
Supports AP Supervisor in other tasks as needed.

## QUALIFICATIONS

- A high school diploma and/or equivalent business experience. Post-secondary education in Accounting is preferred.
- 2 - 3 years of accounts receivable experience within a fast-paced manufacturing environment preferred.
- 3 - 6 months of accounts payable experience preferred.
- Knowledge of Syteline is an asset.
- Proficient with accounting software, MS Office (Excel, Word, Outlook) and the internet.
- Holds a comprehensive understanding of accounting practices and procedures.
- Acts responsibly and ethically while working with sensitive financial information.
- Good communication skills with proficiency in speaking and writing.
- Good interpersonal skills and the ability to interact with individuals at all levels of the organization.
- Good attention to detail and sense of urgency under tight deadlines.

## ENVIRONMENT

This role is performed in an office environment which is typically quiet. Most of your duties will be fulfilled with a computer and office equipment, with communications taking place in person, using email, and on the phone.

*Keilhauer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive, respectful environment for all employees. Keilhauer is committed to providing accommodations for people with disabilities where possible. Let us know if accommodation is required for the interview.*

**If this is you, send your resume to [careers@keilhauer.com](mailto:careers@keilhauer.com) or by fax to (416) 759-5723 and tell us how you would be a great fit.**

1450 Birchmount Road, Toronto ON Canada M1P2E3

We thank you for your interest, and advise that only those selected for further consideration will be contacted.