

We are looking for an experienced **Accounts Receivable Clerk** to join our *TEAM*. The position is full-time, Monday-Friday 8:30-5:00.

The ideal candidate will be able to work independently or as well part of a team, while thriving in an environment that emphasizes effective communication.

Responsibilities include but not limited to:

- Account collection calls
- Problem solving
- Applying payments
- Bank deposits
- Reconciliation of credit card machines
- Calculate to prepare and process invoices
- Matching paperwork and other financial paperwork according to established procedures

Skills required:

- Must have strong computer skills
- Strong organizational skills with ability to multi task
- Demonstrate behaviors that support teamwork and accountability
- Ability to function individually as well as part of a team
- Ability to review work for accuracy and have strong attention to detail.
- Bilingual (English/French) an asset

Wage is negotiable based on experience.

Please email your resume to: Careers@tlitzen.com

*Note: Must have own vehicle, no bus route.