



Accounts Receivable Clerk

A terrific opportunity is available to join the head office of a well-respected radio broadcasting group headquartered in Renfrew, Ontario! This dynamic and growing company is comprised of 26 radio stations in 16 smaller geographic markets across Ontario focused on delivering local content in a variety of music formats; Oldies, Classic Rock, Country, myFM and others while contributing an important voice in the communities we serve.

The ideal candidate will have completed a Diploma in Accounting. Excellent computer and communication skills and a detail-oriented approach are critical attributes for the successful candidate.

Responsibilities include but are not limited to:

- Accounts billing
- Collections of overdue accounts
- Liaising with clients regarding questions/issues regarding their account status
- Reconciliation of payment details
- Other duties may be assigned

Qualifications:

- Previous account experience
- Excellent computer skills, particularly having worked with MS Excel
- Impeccable attention to detail
- Proven written and verbal communication skills
- Demonstrated ability to consistently meet deadlines and thrive in a fast-paced environment

My Broadcasting Corporation offers a competitive salary including benefits, and an incredible work environment and team culture. Salary range is \$40,000 - \$48,000 annually.

My Broadcasting Corporation is an equal opportunity employer. If you require accommodation during the application process, please let us know.

Qualified applicants should email their resume and cover letter to hr@mbcmedia.ca.