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| **Accounts Receivable Clerk** |  |
| Plaintree Systems Inc.Location: Arnprior, OntarioPosted: May 8th 2023 |  |
| **Description:** |
| Plaintree Systems Inc. is an exceptionally well-diversified company with propriety technology and manufacturing capabilities in structural design, aerospace, and consumer manufacturing.We are seeking a full-time, permanent Accounts Receivable Clerk to join us at our Arnprior facility.This role reports to the controller to support the accounts receivable function ensuring transactions are processed accurately and in a timely fashion to satisfy statutory, corporate, and regulatory requirements.Responsibilities:* Process customer invoices.
* Cash management duties including bank deposits, recording bank transactions, and bank reconciliations.
* Investigate and support the collection of unpaid balances in compliance with company policy and direction.
* Resolve customer inquiries.
* Monitor expiring credits and resolve them according to procedures.
* Maintain a capital asset tracking system.
* Support period-end activities including transaction verification, accruals, prepaid realizations, and audit inquiries.
* Prepare reports as required.
* Maintain job-related documentation.
* Adhere to company values by maintaining confidentiality and professionalism in all interactions.
* Other duties may reasonably be required.
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| **Qualifications** |
| * Post-secondary education in accounting or a related field
* Excellent communication and organization skills
* Superior attention to detail
* Proficient in standard office software with demonstrated proficiency in Microsoft Excel
* A self-starter and eager to learn
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| **Additional Information** |
| What We Offer:* Competitive salary
* Full benefits including health, medical, dental, and life insurance
* Three weeks of vacation to start
* A welcoming and engaged culture and leadership

Please send your resume in MS Word or PDF format. We appreciate your interest in Plaintree. |
| **Contact Information** |
| Human ResourcesPlaintree Systems Inc.10 Didak Drive,Arnprior, OntarioK7S 0C3Email: lsaunders@plaintree.comWebsite: [www.plaintree.com](http://www.plaintree.com/) |