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| **Accounts Receivable Clerk** |  |
| Plaintree Systems Inc. Location: Arnprior, Ontario Posted: 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. | |
| **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 | |
| **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** | |
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