



22538 Fraser Highway, Langley, B.C. V2Z 2T8

Phone: 604.533.4447 Fax: 604.533.0451

www.countrylumber.ca

Employment Posting

Job Title:	Accounts Receivable Coordinator	Closing Date:	October 22nd, 2021
Department:	Accounting	Position Start:	ASAP
Status:	Full Time	Benefits & RRSP after 3 months' Probation	

About Country Lumber:

Country Lumber is a family-run company that began in 1981 with 2 employees, and now it is home to over 130 knowledgeable employees. With the simple goal of providing unparalleled service to our great community, we are proud to provide our clients with the comfort of working with friendly and familiar faces, project after project.

We have long-standing roots in our community. As the Lower Mainland has grown, so have we. With the same focus today as when we began, Country Lumber is dedicated to delivering high quality, sustainable products at competitive prices. This along with our valued relationships with our customers and vendors has allowed us to grow to where we are today.

Position Overview / Scope of Responsibilities:

The Accounts Receivable Coordinator is responsible for the entry and maintenance of invoices, credit, and debit memos within Country Lumber Ltd.'s ERP System. This position works closely with other departments to ensure financial transaction information is correct; updates are made in a timely manner, and with the required documentation and approval. This position will use professional written and verbal communication skills, as understanding of Country Lumber's policies/procedures, and strong reasoning skills to resolve issues pertaining to accounts receivable.

Principal Responsibilities:

- Contacting customers for collection of outstanding balances that are past due the customer's credit terms.
- Review, assess and create new customer accounts based on documentation from BC Online, Equifax and TransUnion. If credit denied, provide alternative account suggestions.
- Responsible for a set group of accounts to build a positive professional relationship, resolve any issues that may arise while providing customer service excellence.
- Liaison with Sales staff and on-site ownership to resolve accounts "on hold" before liens are administered.
- Prepare documentation for accounts that are scheduled for legal execution.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. Country Lumber Ltd., reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business



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- Engage with customers in a professional manner, while achieving company goals and following the company's credit terms policies.
- Process credit card, cheque, and cash payments.
- Provide effective and accurate reports and information based on requests from the Sales team and management.
- Process and post bank deposits.
- Prepare and mail out invoices, transactions, and month end statements.
- Other duties as assigned by management.

Knowledge, Skills, Abilities and/or Education:

- Minimum of two (2) years' experience in a similar capacity of collections and/or accounts receivable.
- Ability to be adapt and work within a '**broad-spectrum**' credit policy environment.
- Certificate or Diploma in Accounting, Bookkeeping or Business, an asset.
- Proficient computer skills with Word, Excel and Outlook and ability to learn quickly new databases and web-based applications.
- Communicate information and ideas clearly and concisely, both written and verbal.
- Above average math skills and attention to detail a must.
- Strong conflict resolution and negotiating skills.
- Must have flexible schedule with ability to work some Saturdays and be able to work overtime when needed.
- Must be able to lift up to 25lbs file boxes and walk a minimum of 10 feet.

Compensation:

- Full Health & Dental Benefits and RRSP Match after the successful completion of 3-months' probationary period.

Contact:

- If interested in this position, please submit a copy of your resume and cover letter to hr@countrylumber.ca
- Candidates selected for further review and / or interview will be contacted by email or phone.

Thank you for your consideration!

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