



Accounting Administrator

Location: Burlington, WA

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen goods throughout Western Canada and the United States. Headquartered on Annacis Island, Delta, BC, we have 14 locations and 240+ employees. TransCold provides exclusive access to the most recognized and popular brands in the world with industry best product variety and customer service. We deliver to Major Grocery, Drug, Gas & Convenience, chain retailers and independent retailers across Western North American markets through Direct to Store Delivery (DSD), and Warehouse Fulfillment, and provide services for mobile vendors, corporate events and third-party logistics (3PL) customers.

We are seeking for a full time, Delivery Driver to join our team in Burlington, WA!

- Perform full cycle of Accounts Receivable activities
- Generate customer statements and invoices for billing purposes
- Review and verify to ensure proper entries of all transactions and deposits
- Facilitate daily bank deposits for cash and checks payments
- Process customer payments accordingly to balance invoices
- Investigate collection problems and resolve billing or payment discrepancies
- Respond to billing inquiries; research and solve irregularities
- Collect on overdue accounts by contacting customers
- Reconcile credit card transactions on a daily and weekly basis
- Perform close batch at the end of each day
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its customers
- Assist in other duties as required to support Accounting Department

Key Qualifications & Requirements

- 1+ years relevant work experience with processing full cycle A/R, billings and collections and general accounting
- Intermediate knowledge of Microsoft applications (Excel, Word, Outlook)
- Proficiency with accounting programs/software
- Strong accuracy and numeric typing speed
- Strong organizational skills and able to handle a variety of complex tasks
- Strong communication skills and capable of communicating effectively with all departments, customers, sales team, customer service team and the management team
- Detail-oriented and able to work well independently
- Team player and able to initiate corrective action in a positive manner
- Ability to focus on strict deadlines and competing priorities
- Willing to learn and be flexible
- Positive working attitude

Our Staff Enjoys the Following Benefits

- Competitive Wage
- Generous Health Benefits: Medical, Dental, and Vision coverage after 60 days of employment
- 401(k) Contribution – Employer Matching Program after 6 months of employment
- Disability and Life Insurance
- Paid Time Off and Holidays
- Career Advancement Opportunities
- Weekends Off

Interested?

To be considered for the above opportunity, please send an up-to-date resume through Indeed.

Applicants are required to pass a pre-employment background check and drug test.

To learn more about us, please visit us at www.transcold.com