



## Junior Accountant – Billing and Receivables

Location: Delta, BC

### About Us

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen goods throughout Canada and Western United States. Since 2002, we have provided exclusive access to the most recognized ice cream brands in the world with industry-best product variety and customer service.

TransCold delivers to Major Grocery, Drug, Gas & Convenience and Independent Retailers through Direct to Store Delivery (DSD) and Warehouse Fulfillment, and provides services for mobile vendors, corporate events, and third-party logistics (3PL) customers. With 14 locations and 240+ employees, TransCold has the logistical reach to supply all regions across Canada and Western USA with a customer first attitude.

The role of Junior Accountant- Billing & Receivables revolves around managing the financial transactions related to incoming revenue and ensuring the accuracy and timeliness of accounts receivable processes. Reporting to the AR & Collections Manager, the appointee will be responsible for the following:

### Duties & Responsibilities

- **Invoicing:** Generate and issue accurate and timely invoices to customers for products or services rendered. Ensure that all relevant details, such as item descriptions, quantities, prices, and terms, are correctly included in the invoices. Invoicing function includes system “confirmation” of invoices as proof of products delivered.
- **Payment Processing:** Receive and record customer payments through various methods, such as cash, checks, credit cards, or electronic transfers. Apply payments to customer accounts accurately in the financial system.
- **Account Reconciliation:** Regularly reconcile customer accounts to ensure that payments match the invoiced amounts and resolve any discrepancies promptly.
- **Aging Reports:** Monitor and analyze accounts receivable aging reports to identify and follow up on overdue accounts. Prioritize collection efforts based on due dates and the severity of outstanding balances.
- **Collections:** Contact customers regarding overdue payments and follow up on outstanding balances through phone calls, emails, or letters. Maintain a professional and customer-focused approach during collections activities.
- **Dispute Resolution:** Investigate and resolve billing discrepancies or disputes with customers, coordinating with relevant departments as necessary to address issues and ensure prompt resolution.

- **Credit Review:** Assist in evaluating creditworthiness for new and existing customers by reviewing credit applications and conducting credit checks to minimize bad debt risk.
- **Customer Relations:** Build and maintain positive relationships with customers to facilitate efficient collections and address any inquiries or concerns related to their accounts.
- **Reporting:** Prepare regular reports on accounts receivable status, aging analysis, and collection efforts for management review.

### Requirements & Qualifications

- 1-3 years' relevant work experience ideally in a high-volume AR environment
- Post secondary education. A degree in accounting and/or Finance offers a substantial advantage.
- Intermediate knowledge of Microsoft applications (Excel, Word, Outlook)
- Skilled in the use of accounting software (e.g., Accpac, SAP), database management, and advanced Excel functions for financial analysis and reporting.
- Understanding of accounting principles, practices, and financial reporting standards (such as GAAP), especially as they apply to billing and accounts receivable.
- Strong numerical and analytical skills to perform calculations, identify discrepancies, and interpret financial data accurately.
- Strong verbal and written communication skills to interact with customers professionally during collections activities and collaborate with internal teams.
- Meticulous attention to detail when preparing and reviewing invoices, payments, and account reconciliations to ensure accuracy and prevent errors.
- Ability to manage multiple tasks, prioritize workload effectively, and meet deadlines in a fast-paced environment.
- Ability to work effectively within the Finance Team and contribute positively to team dynamics.
- Commitment to staying updated with the latest accounting standards, billing software updates, and financial regulations.
- Upholding strict confidentiality in handling sensitive financial information and customer data.

### Benefits Offered

- Extended health care benefits- medical, dental, and vision care
- Disability insurance
- Life insurance
- Birthday leave
- RRSP matching contribution program
- Paid time off and holidays
- Career advancement opportunities
- Full-time position with weekends off

### Compensation

Starting at \$52,000 to \$56,000 per annum depending on qualifications.

### How to apply

To be considered for the above opportunity, please send an up-to-date resume by replying to this ad. Interviews taking place soon!!! To learn more about us, visit [www.transcold.com](http://www.transcold.com)