

Accounts Receivable Specialist

Location: Delta/Surrey, BC

About Us

TransCold Distribution is a leading wholesale supplier of ice cream and frozen goods across Canada and the Western U.S. Since 2002, we've offered exclusive access to top ice cream brands with a wide product selection and excellent customer service. TransCold supplies Major Grocery, Drug, Gas & Convenience, and Independent Retailers via Direct to Store Delivery (DSD) and Warehouse Fulfillment. We also serve mobile vendors, corporate events, and third-party logistics (3PL) customers. With 14 locations and over 240 employees, TransCold is equipped to supply all regions in Canada and Western USA with a customer-first approach.

Location and Accessibility

Our head office is currently located in Annacis Island, Delta. In the February this year we will be moving to our newly built TransCold head office and warehouse facilities on Scott Road in Surrey! Our new location offers convenient access to public transportation, including the new R6 Scott Road RapidBus and Scott Road SkyTrain Station, making your commute simple and efficient. This is an exciting opportunity to work in a modern, accessible workspace tailored for growth and collaboration.

Job Overview – Accounts Receivable Specialist

The Accounts Receivable Specialist manages customer accounts, ensures timely payment collection, and maintains accurate records. This role emphasizes problem-solving, analytical thinking, and process improvement to support efficient operations.

Key Responsibilities

- **Account Management:** Track and follow up on outstanding payments.
- **Reconciliation & Analysis:** Review and resolve discrepancies in customer accounts.
- **Process Improvement:** Enhance collection processes for efficiency.
- **ERP System Proficiency:** Experience with SAP Business One is a plus.
- **Team Collaboration:** Support teammates and engage in cross-training.
- **Relationship Building:** Build positive relationships with co-workers and customers.

Key Competencies and Skills

- Strong **problem-solving** and **analytical** skills.
- Focus on **process improvement** for efficiency.

- Proficient in ERP systems; SAP Business One experience is advantageous.
- **Team player** with a collaborative attitude.
- Skilled in **relationship-building** with co-workers and customers.

Education and Experience Requirements

- Background in **Accounting, Business Administration, Billing, or Collection** required.
- Relevant experience in accounts receivable or related fields preferred.

Benefits Offered

- Comprehensive health, dental, and vision coverage
- Disability and Life Insurance
- Employee Assistance Program (EAP)
- RRSP matching program
- Generous Paid Time Off and Holidays including vacation, sick leave, birthday leave, and citizenship leave
- Career Growth Opportunities
- Permanent full-time work with Weekends Off

How to Apply

To apply, please send an up-to-date resume to cooljobs@transcold.com Interviews are starting soon!
Learn more about us at www.transcold.com.