

Accounts Receivable Specialist

Location: Surrey, 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 and frozen food brands in the world with industry best product portfolio 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.

Location and Accessibility

Our new head office location offers convenient access to public transportation, including the new R6 Scott Road Rapid Bus 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

We are currently looking for an experienced Accounts Receivable Specialist to join our Finance team. This is a permanent full-time role and is 100% on-site. The appointee will report to the AR & Collections Manager and is responsible for assigned customer accounts, ensuring timely payment application and collection, and maintaining 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.
- Excellent communication verbal and written communication skills
- 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.
- 1-3 years relevant experience in Accounts Receivable functions
- Proficient in ERP systems; SAP Business One experience is an asset
- Intermediate to advanced Excel skills

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.