



## Job Description

<b>Title:</b>	Accounts Receivable Administrator	<b>Location:</b>	Ingersoll, ON
<b>Education:</b>	Grade 12 or equivalent.	<b>Hours:</b>	40
<b>Experience/Proficiency:</b>	AR experience in an ERP environment	<b>NOC:</b>	1432
<b>Reports to:</b>	Controller	<b>Rev. Date:</b> mm/dd/yyyy	April 1, 2024

### General Description

Administer all aspects of Accounts Receivable requirement, invoicing, cash collection, bank reconciliation and cash reporting as well as related month end and year end duties.

### Skill/Effort Requirements

- Speed and accuracy and attention to detail
- Good organizational skills and interpersonal skills
- Previous experience in Accounts Receivable
- Good computer skills
- Ability to perform multiple tasks with frequent interruptions
- Ability to solve discrepancies efficiently, work under pressure and meet deadlines
- Understanding of Dynamcis system and company procedures
- Knowledge of on-line banking and year-end procedures

### Responsibilities

- Process and deliver all customer invoices in a timely and accurate manner based on each customers required method of submission.
- Ensure customer payments are received on time; follow up as necessary on past due accounts
- Review customer collection problems and new customer approvals with Controller regularly
- Act as the main contact with IMT Defence with customers regarding payments.
- Maintain customer files
- Comply with month-end deadlines; prepare yearly reconciliations for auditors
- Intra-company clearing and reconciling as needed.
- Scrap revenue recording and reconciliations using providers online portal.
- Monthly calculation of sales commissions required per the receipt of applicable payments from customers.
- Monthly calculation of royalty fees based on sales of applicable items per month.
- Enter customer payments and reconcile bank and cash on a daily basis.
- Match bank transactions in reconciliation module to monitor account transactions daily.
- Report daily cash transactions to corporate.
- Prepare debit memos and post in Dynamics system.
- Back up reception duties, answer general IMT incoming phone calls and forward calls appropriately on as needed basis.
- Other duties as assigned and required.

### Working Conditions

- Clean, bright office

<b>Reviewed By:</b> (Employee Signature)		<b>Date:</b>	
<b>Approved By:</b> (Manager Signature)		<b>Date:</b>	