



Convoy Supply Construction Materials

Administration Office: 8183 130 Street Surrey, BC, Canada V3W 7X4
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Position: Cash Receipts Administrator

Location: Home Office - Surrey

Full-time 40h/week

We are hiring a Cash Receipts Administrator for our Surrey office. You have experience in cash receipts and knowledge of the accounts receivable process, fast and accurate data entry skills and good Microsoft Excel proficiency. This is a very fast-paced and high pressure environment.

Summary of Duties

- Receive daily cash out documents (as scanned documents) from several branches
- Review daily bank statements for customer payments
- Payment application to A/R open invoices based on customer payment information
- Identify short payments larger than \$5 for further processing by Credit Manager
- Identify lump sum payments for clarification by Credit Manager
- Clear out / write off balances larger than \$5 based on Credit Managers instructions
- Support Credit Manager in pulling back-up of payment details as required
- Support Credit Manager on maintenance & filing of credit documents
- Willingness to work as part of a larger team
- Assignment of additional duties as required
- Able to complete bank deposit paperwork and do bank deposit

Computer Skills

- Comfortable using a computer and able to manually process high data volume
- Proficiency in Lotus email and MS EXCEL
- Experience with larger ERP systems, not Quickbooks and Simply Accounting
- Experience with Payment processing software (i.e. Billtrust, HighRadius, VersaPay)

Focus on Details

- Great attention to detail and accuracy are required.
- Review customer payment details and make sure customer accounts are kept clean (no balances +/- \$5)(credits and payments are consistently applied towards invoices)
- Can review large amounts of data and query discrepancies.

Communication Skills

- Ability to communicate clearly with Credit Managers and staff at branches. Good oral and written communication skills. Spoken and written English is a requirement
- No (external) customer contact

Educational Requirements

- Good understanding of general accounting rules
- Must have a valid driver's license

Please apply today by sending your resume to [hiring@convoy-supply.com](mailto: hiring@convoy-supply.com)