



GREAT CAREER OPPORTUNITY AT LOGISTEC ACCOUNTS RECEIVABLE CLERK

We are the provider of choice for safe, sustainable and creative solutions in the marine and environmental sectors. We are truly committed to finding and supporting the best talent. We are now looking for an **Accounts Receivable Clerk** for our Montreal Office.

RELIABILITY IMAGINATION GOING BEYOND SUSTAINABILITY

With so many opportunities available to you, there are good chances that you'll find a way of doing what you are truly passionate about. We need top talent to create the right workplace for our people.

The Logistec family is seeking an **Accounts Receivable Clerk** meticulous and organized to support a growing business. You will be under the supervision of the Treasurer.

Your new responsibilities:

- Ensure that receivable accounts under his/her responsibility are maintained within established credit terms and company policies;
- Contacts customers regarding any outstanding invoices and credit balances in the account and make appropriate arrangements; answers any inquiries and work with operations and billing on issues;
- Process cash receipts, refunds and journal entries for deposits made to the bank;
- Update all communications made with clients into the company's database for future reference and follow-up purposes;
- Perform reconciliation for various account receivables;
- Assist in other special projects / duties and perform other administrative duties.

You have the right qualifications:

- Equivalent to college degree (DEC) (2-3 years program)
- 5 to 7 years of related experience required in similar position, including familiarity with accounts receivable management, accounting terminology and procedures including filing accounting records, check processing, data entry and cash applications.
- Good written and spoken communication skills in French and English
- Able to work under pressure and to reach objectives within tight deadlines, while being rigorous with an attention to details.;
- Ability to lead change by analyzing problematic situations and recommending improvements
- Good knowledge of Word, Excel and multiple module accounting systems.

At Logistec, we believe that inclusion inspires true IMAGINATION. The most creative team must also be the most diverse. That's why we offer equal opportunities to all applicants.



If you are interested in joining a great team and believe you have the right qualifications, please visit the OUR PEOPLE section of our website at www.logistec.com for more information.