



Food for pets,
naturally.

Accounts Payable / Accounts Receivable Administrator

Big Country Raw is a company where we are truly passionate about what we do! We are proud of who we are, committed to the product we make, and care about the customers we serve. It is a place where we encourage each other to challenge the status quo so that we may achieve great things now and in the future.

Overall Accountability

The Accounts Payable / Accounts Receivable Administrator is responsible for providing administrative support within the AP/AR functions. Under the general direction of the Controller the AP/AR Administrator will be responsible for the following:

Primary Responsibilities:

- Perform day to day transactions, including verifying shipments, updating orders to new status, applying terms where applicable, emailing invoices to customers, posting and recording accounts receivables' data.
- Process incoming payments in compliance with financial policies and procedures.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Review and resolve online customer discrepancies via Zendesk software.
- Generate monthly aging reports detailing accounts receivable status.
- Process route paperwork ensuring the paper documentation matches what is in the system.
- Prepare and collect documentation required for credit application, process and notify supervisor of any collection issues and recommend change in status if required.
- Enter accounts payable invoices and credit card transactions.
- Matching purchase orders, packing lists and bill of lading support to open invoices for payment.
- Reconciling purchase invoices and vendor statements on a monthly basis.
- Preparing purchase invoices for payment.



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Secondary Responsibilities

- Prepare bank deposits.
- Identify pay discrepancies and resolve clients' billing issues.
- Issue credit for returns, Frequent Buyer Rebates, and coupons.
- Support a safe and healthy work environment through the companies Health and Safety program and Joint H&S committee.

Qualifications & Experience

- Accounting diploma or degree from community college or university
- 1-3 years bookkeeping/accounting experience
- Experience in Accounts Receivable and Accounts Payable would be an asset
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs
- Working Knowledge of QuickBooks Enterprise and QuickBooks Online

Competencies

- Attention to detail
- Resourceful
- Strong Follow through
- Customer Service Orientation
- Self-Starter
- Problem solving
- Strong communication skills

Job Type: Full Time

Hours of work: Monday to Friday, 8:30am-5pm

How to Apply:

BIGCOUNTRYRAW.CA



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Please submit a copy of your resume and cover letter through indeed.

Applications must be submitted prior to July 15, 2020.

We are conducting an internal and external search simultaneously. We wish to thank all applicants for their interest however only those applicants selected for an interview will be contacted.

Big Country Raw is committed to meeting the needs of persons with temporary and/or permanent disabilities in a way that allows them to maintain their dignity and independence. We are happy to discuss any need for accommodation in the workplace and will make an effort to meet those needs in a timely manner by preventing and removing barriers to accessibility in the areas of information, communications and employment.

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