



Accountant

Posted by RDS Logogitics INC.

Posting Date : 11-Jan-2025

Closing Date : 10-Jul-2025

Location : Edmonton

Salary : \$22.49 Per Hour

Job Requirements

- **Education:** Graduation
- **Language:** English. Punjabi
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ7574788

Job Description:

The person we are looking for is driven and focused on achieving targeted performance goals. You are results-oriented, with an excellent customer service attitude, and are passionate about finding more efficient and effective ways to work. You are a team player who can also work independently and have strong written and verbal communication skills.

What you'll be doing:

- Monitor accounts daily to identify where follow up and collection activities are necessary, preparing and organizing documentation necessary to collect payment.
- Building relationships both internally with Taymor associates and externally with customers through personalized, attentive communication, ensuring that every interaction is not just a transaction but a meaningful exchange that contributes to building lasting relationships.
- Monitor incoming cash for accuracy, credit limits, EFT payments daily.
- Process credit applications, including reviewing credit holds and releasing customer orders on hold
- Set up and maintaining accounts and terms
- Provide high quality customer service regarding collection issues, processing customer refunds, reviewing account adjustments, resolving client discrepancies and short payments
- Accountable for reduced delinquency, enlisting efforts of sales and senior management where necessary to accelerate the collections process and share information
- Prepare weekly and monthly reporting and provide commentary on trends and activity
- Maintain Accounts receivable KPIs
- Providing ongoing guidance, leadership, and direction for direct reports and be the liaison of information to the greater company
- Providing regular feedback and analysis to business partners to improve operations or address issues
- Weekly/Monthly/Quarterly reporting on accounts status through to upper management.

What you'll need to be successful:

- Education: College Diploma with Certificate in accounting (or equivalent)
- Intermediate/advanced in Excel (pivot tables, V look-ups, etc.)
- Experience working for a multi-national company and/or public company
- Experience using an ERP such as Sage X3, Oracle, SAP, or JD Edwards.
- Understanding of the accounting cycle and order process
- Strong communication skills, ability to have difficult collections conversations with customers and negotiate a successful outcome
- High attention to detail and ability to review own work to identify mistakes
- Knowledge of US tax exemption certificates an asset

Note that this is a hybrid role that requires working in the office at a minimum every Monday and Wednesday, as well as alternate days for when holidays fall on either day. We reserve the right to increase the number of days in the office as per our telecommuting policy, up to and including 5 days in the office.

What you'll get from us:

In return for your hard work and excellent customer service skills, you will be awarded a **competitive base salary (\$65,000-\$77,000), based on skills and experience**, along with a wide host of benefits including:

- 3 weeks starting vacation
- 8 wellness days
- RRSP matching
- Group retirement program for employees

- Extended health, dental, vision, and prescription coverage *effective immediately*
- Life, dependent, and disability insurance
- Lots of support for continuous learning to advance your skills
- A family-first culture where work-life balance truly matters

Taymor welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: admin@gmail.com

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