



Accounts Receivable Administrator

At C-CORE, we are committed to investing in people and creating a dynamic and rewarding employment experience. C-CORE is seeking an **Accounts Receivable Administrator** to work with its highly skilled team of business professionals, engineers and scientists. If you are a self-motivated team player and committed to excellence, this may be your opportunity.

C-CORE conducts R&D and provides research-based advisory services, delivering innovative engineering and technology solutions to national and international clients. Over the past 43 years, we have built a world-class team of over 70 dedicated professionals, with a reputation for excellence in Remote Sensing, Ice Engineering, and Geotechnical Engineering. This position is located in our St. John's office.

Duties:

We are seeking an accounts receivable administrator to join our Finance and Administrative team. The Accounts Receivable Administrator will process invoices and manage payments received and provide related financial, clerical and administrative support for project managers and Corporate Services to ensure efficient, timely and accurate payment of accounts receivable.

Responsibilities will include:

- generate and send out invoices
- carry out invoicing, collection and reporting activities according to specific deadlines
- perform account reconciliations and maintain an up to date AR reporting system
- generate aged analysis and review AR aging to monitor customer account details for non-payments, delayed payments and other irregularities
- research and resolve payment discrepancies through communications with project managers and clients
- follow up on, collect and allocate payments
- follow established procedures for processing receipts, cash, etc
- assist with month-end closing

Qualifications:

- Business Degree with 2 or more years accounts receivable and general accounting experience, or equivalent education and experience
- knowledge of accounts receivable and general accounting principles
- familiarity with accounting software packages

Location:

St. John's, NL

Salary & Benefits:

C-CORE is committed to investing in people and creating a dynamic, rewarding employment experience.

C-CORE offers competitive salaries and benefits, including attractive vacation & leave entitlements, a generous retirement savings plan and medical & dental plans. We also offer numerous opportunities for professional and personal growth.

Apply to:

Qualified applicants should forward their résumé electronically to: careers@c-core.ca. Please quote Accounts Receivable Administrator in your application. For further information, please refer to C-CORE website (www.c-core.ca).

C-CORE thanks all those who apply; however, only those whose skills most closely match the position will be contacted.