



Role Description

Job Title: Accounts Receivable and Collection Clerk	Department: Accounting
Reports to: Manager, Accounting	Date: November 2011

ROLE DEFINITION

In the Accounts receivable and collection clerk role, the incumbent will be responsible for accounts receivable and collection activities at Worldlynx Wireless. The Account receivable and collection clerk will report to the Vice President Controller and provide the necessary reports to monitor A/R and collection.

KEY RESPONSIBILITIES

- Perform collection call for past due accounts receivable
- Search, and analyze credit application
- Assist accounting manager for credit approval decision
- Setup customer credit limit
- Setup and monitor collection and billing process
- Communicate with Sales Director for outstanding accounts and inquiry
- Enter payments and adjustment to POS (RQ4)
- Prepare monthly billing invoice to customers
- Process credit cards/ EFT/PAP payment
- Down load daily bank reports for cash receipts
- Deposit daily cash to the bank
- Liaise with customers inquiry
- Monitor customer accounts and reconcile discrepancy
- Assist in any Ad hoc projects

Month end

- Close AR subledger and Cash book
- Reconcile AR subledger with GL
- Prepare summary of Aged Trial Balance

QUALIFICATIONS:

- Minimum 2-3 years of Accounts Receivable experience including billing and collections
- University Degree/College Diploma in Finance, Accounting or a related field.
- Bilingual in French and English would be an asset
- Experience in RQ4, and Syspro.
- Intermediate proficiency in Excel ,MsWord, and Powerpoint
- Good oral and written communication skills, and strong customer service orientation
- Must be self-motivated, flexible, and able to work effectively with minimal supervision and direction