



Since 1973, Nicholson and Cates have been offering the most innovative and high-quality products, superior supply chain management and a sales/customer support team that puts customer needs first.

We promote environmental responsibility and is proud to offer products that contribute to the health of our planet. Our inventory and vendor selection process reflects Nicholson and Cates' commitment to the environment and to dealing with vendors that manage forest products, and other natural resources, responsibly.

We are looking for a full-time **Accounts Receivable/Administrative Assistant** to join our team.

The Opportunity

Under the direction of the Accounts Receivable Manager, the Accounts Receivable/Administrative Assistant will assist the accounting department as it receives, processes and collects on goods sold or services rendered, while providing administrative support to all staff and the department.

Duties and Responsibilities

- Processing, verifying, and posting receipts for goods sold or services rendered.
- Researching and resolving account discrepancies.
- Processing and recording transactions, including bank deposits and cash receipts application and credit card payment
- Maintaining records regarding payments and account statuses.
- Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up-to-date.
- Working with the collections department to review accounts, client payments, credit history, and develop new or better repayment terms.
- Performing administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork, and contacting clients to discuss their accounts.
- Generating reports and statements for internal use.
- Responding to customer Proof of Delivery requests
- Responding to credit requests
- Assisting in collection calls as needed
- Approving and entering vendor freight invoices into Accounts Payable system
- Back up support and vacation coverage for other administrators

Qualifications

- Bachelor's degree or diploma in accounting, finance, or related field an asset.
- At least 3 years experience in a similar role.
- Strong math, typing, and computer skills, especially with bookkeeping software.

- Excellent communication, research, problem-solving, and time management skills.
- High level of accuracy, efficiency, and accountability.
- Attention to detail.
- Ability to build relationships with clients and internal departments.

Working Environment:

- Typical office environment for majority of the time
- Monday through Friday – 8:30 am to 5 pm
- Mandatory Covid-19 Vaccination and Masking office policy
- Daily Employee self -screenings for Covid-19

Nicholson & Cates is an inclusive employer dedicated to building a diverse workforce. We encourage applications from all qualified candidates and will accommodate applicants' needs under the human rights code throughout all stages of the recruitment and selection process. Please advise us of your accommodation needs and we will ensure they are respected throughout this process. Information received relating to accommodation will be addressed confidentially.

Please send in your application to: hr@niccates.com by February 10, 2022. We thank all applicants in advance for their interest, however, only those candidates selected for an interview will be contacted.