



Accounts Receivable Coordinator

Profire Emergency Equipment is currently seeking a skilled Accounts Receivable Coordinator to join our Abbotsford team. We are looking for a self-motivated team player with a positive attitude, who understands and values customer satisfaction. The ideal candidate will possess the technical skills and experience, as well as the ability to provide a high level of customer service. Your passion is reflected in the quality of your work. If you are interested in becoming a member of a dynamic team working for Canada's leading provider of fire-rescue vehicles, parts and service, we are interested in hearing from you!

About the Position

In this role you will be responsible for structuring your workflow so that customer invoices are processed in a timely & efficient manner.

Duties

Billing customers for parts sales orders and service work. Ensuring procedures are followed for accurate charge outs of parts and labour associated with the service work.

Reviewing parts sales orders in the system and investigating why they are not invoiced, collecting missing information, e.g., freight charges, in order to finalize & post them.

Following up with customers on overdue invoices and resolving any issues. Processing sales return orders and issuing credit memos as required.

Posting & depositing customer cheque payments, EFT's and processing credit card transactions.

Providing support and coverage for Accounts Payable, as well as phone coverage.

Providing technical and procedural support to our Mississauga office.

Required Skills & Qualifications

- Attention to detail, strong verbal and written communication skills, the ability to effectively communicate with customers, suppliers, and coworkers.
- The ability to work independently to manage multiple priorities and meet deadlines, while also being able to take direction and collaborate with teammates as required.
- Minimum 1 year of experience in a service billing role
- Very strong computer skills - Office365, Outlook, Word, Excel
- Experience in Microsoft Dynamics (NAV) an asset, or willingness to learn

Hours

This is a permanent full-time position, Monday to Friday 8am to 4:30pm.

SERVING THOSE WHO KEEP OUR COMMUNITIES SAFE

30686-A Matsqui Place, Abbotsford, BC V2T 6L4 Canada

E: sales@firetrucks.ca | T: (604) 504 4590 | TF: 1 (866) 723 3835 | F: (604) 504 2415 | firetrucks.ca



Wage and Benefits

We offer a competitive compensation package based on skills, knowledge and experience. Eligible for group benefits after 3 months. Eligible to participate in our company Pension Plan after 1 year of employment.

Please submit your resume and cover letter to: careers@firetrucks.ca

For more information please visit us at: www.firetrucks.ca

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