



## Job Description

Job Title:	<b>Accounts Receivable Coordinator</b>
Department:	Finance
Location:	New York

### Position Scope:

Reporting to the Senior Manager, Accounting, the Accounts Receivable Coordinator is focused on the day-to-day management of the billing and collections activity for all divisions which includes timely and accurate preparation of invoices, collections, aging reporting, and supporting all licensing and other departments.

### Key Responsibilities:

- Facilitating sales invoicing across entire company
- Manage collections including collection calls and letters
- Ensure timely, complete, and accurate capture of financial data in general ledger
- Month-end processing and adherence to reporting deadlines
- Record cash in cheque log and make bank deposits
- Apply cash against client invoices and accounts
- Account reconciliations and analysis, assist in setting targets
- Development and preparation of management reports including cash receipts, outstanding aging reporting, manage weekly AR meetings with division management
- Design new and maintain existing reports in Financial Systems as required
- Design, recommend and implement a credit checking regime to avoid credit risk
- Assist in Interim and Year-End Audit process, including audit schedules and working papers
- Ad-hoc projects and tasks as required

### Qualifications, Experience and Skills:

- Relevant accounts receivable work experience (minimum 2 years)
- Variance analysis and decision support experience
- Dynamics Great Plains experience preferred
- Salesforce.com experience an asset
- Enrollment in an accounting designation program preferred
- Experience with sub ledger API
- Experience with management reporting and business analytics an asset

- Experience with internal controls and audit an asset
- Advance knowledge of MS Excel
- Ability to research potential solutions to problems and make sound recommendations for appropriate action
- Ability to adhere to deadlines and effectively balance competing objectives
- Analytical
- Proactive
- Persuasive and persistent
- Ability to negotiate positive outcomes
- Results driven
- Ability to effectively set priorities
- Ability to effectively communicate with all employees and with external clients
- Strong organizational skills and ability to handle multiple responsibilities simultaneously
- Hands-on ability to follow through with actions

**Behavioral Identifiers:**

- Effective verbal and written communication
- Customer service focused
- Problem-solving attitude
- Pro-active; takes ownership of the responsibilities assigned
- Flexibility and adaptability to changing priorities
- Detail oriented
- Integrity
- Positive teamwork attitude
- Analytical

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