



Accounts Receivable Administrator Maternity Leave Replacement

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** for a maternity leave replacement. If you are self-motivated, a 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 45 years, we have built a world-class team of over 90 dedicated professionals, with a reputation for excellence in Remote Sensing, Ice Engineering, and Geotechnical Engineering. We are looking for outstanding employees to join our team. This position is located in St. John's, NL.

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:

- Generating and sending out invoices;
- Carrying out invoicing, collection and reporting activities according to specific deadlines;
- Performing account reconciliations and maintaining an up-to-date AR reporting system;
- Generating aged analysis and review AR aging to monitor customer account details for non-payments, delayed payments and other irregularities;
- Researching and resolving payment discrepancies through communications with project managers and clients;
- Following up on, collecting and allocating payments;
- Following established procedures for processing receipts, cash, etc.;
- Assisting with month-end closing;
- Other duties, as necessary.

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 entitlements and medical & dental plans, and the opportunity for professional development, higher education and personal growth.

Apply to:

Qualified applicants should forward a résumé electronically to: careers@c-core.ca stating Accounts Receivable Administrator in the subject line. Please refer to C-CORE website (www.c-core.ca) for additional information.

Deadline for Submission:

November 18, 2022

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