

# Account Receivables Specialist

Location:	Surrey, BC
Closing Date:	Open until filled
Start Date:	Immediately

## COMPANY OVERVIEW

Arctic Arrow is a Canadian owned and operated company specializing in powerline transmission, distribution, and underground cable work. We offer exemplary construction and maintenance services in the power utility sector across Canada and operate out of offices located in Surrey, Cranbrook, Sparwood, Fort St. John and Dawson Creek, British Columbia as well as Aldersyde, Alberta.

As we continue to grow, Arctic Arrow is offering this exciting opportunity for an Accounts Receivables Specialist to work as part of our Finance team.

## POSITION OVERVIEW

Reporting to the Director, Finance, this position is responsible for processing account receivables invoices in a timely and efficient manner.

## KEY RESPONSIBILITIES

1. Receive copies of timesheets/equipment for billing purposes
2. Ensure all costs are billed as applicable in relation to Job Costing
3. Review weekly WIP reports for % completion and accurate billing
4. Create customer invoices, capturing all equitable adjustments signed off by customers
5. Enter and attaches invoices into Spectrum software
6. Provide customer sales and services by answering billing queries
7. Make collection calls and communicate collections status
8. Other duties as required

## SKILL SET

1. Excellent customer service attitude and skills
2. Excellent written and verbal communications skills
3. Intermediate knowledge of Work, Excel and Outlook
4. Ability to shift priorities and reach varying deadlines
5. Strong "can do" attitude and approach to responsibilities
6. Ability to work independently and with all levels of staff within the company

## QUALIFICATIONS

1. Post-secondary diploma in Accounting
2. 3+ years' experience in a similar role and high volume (data entry/invoicing) environment
3. 3+ years' experience in the construction/utility industry or project based company
4. Experience with the following types of Billing: Progress, Fixed Price/Percentage of Completion, Time and Material, Unit Price, and Holdbacks
5. Working knowledge of ADP/Open Invoice, Cortex, Ariba, Taulia, Field Glass
6. Education and/or Training in document controls, asset
7. Prior experience with SharePoint and Spectrum, asset

## REMUNERATION

Arctic Arrow offers a competitive compensation and benefits package for the right individual. If you are ready for the next step in your career, please submit your resume in confidence to [careers@arcticarrowgroup.com](mailto:careers@arcticarrowgroup.com).

*Please note that due to the high volume of applicants, only those under consideration will be contacted. If you have not heard back from us, please accept our appreciation for your interest.*