

## Accounts Receivable Clerk

Founded in 2017, Pinnacle Logistics Solutions is a specialized transportation and project management company located in Cambridge, Ontario. The company's strong values and commitment to corporate social responsibility guarantee that creative cost cutting solutions are provided to each customer to meet project goals. Pinnacle Logistics Solutions is currently seeking a part-time Accounts Receivable Clerk for 25 – 30 hours per week. This position will have the ability to work from home and come to the office for regular team meetings.

### Be part of a company where you can expect to be:

- ✓ Part of a team that believes in working together while being highly productive;
- ✓ Part of an environment that is innovative, adaptable, flexible and approachable;
- ✓ Part of a growing business; and
- ✓ Valued for your hard work.

### Be part of a company where you will:

- ✓ Perform various accounting functions including invoicing, accounts receivable and collections;
- ✓ Make appropriate accounting entries to reflect transactions;
- ✓ Communicate directly and proactively with vendors to resolve overdue payments and other queries;
- ✓ Perform vendor reconciliations and apply credits where required;
- ✓ Generating invoices and account statements;
- ✓ Maintain accounts receivable files and records;
- ✓ Investigate and resolve any accounting irregularities or enquiries;
- ✓ Analyze, prepare and present monthly outstanding accounts receivable reports; and
- ✓ Perform other general accounting functions and administrative/clerical duties as assigned.

### Consider our team if you have:

- ✓ A diploma in bookkeeping, accounting and/or equivalent experience in a related role;
- ✓ Exceptional communication, interpersonal, customer service and computer skills;
- ✓ A keen eye for detail to spot any discrepancies that may arise in the collection and record of payments;
- ✓ An ability to manage expectations of various stakeholders;
- ✓ Previous experience and proficiency using QuickBooks and Microsoft Excel;
- ✓ Demonstrated organizational and time management skills.

If you are interested in this opportunity, please submit your resume in confidence by **4pm on September 29th, 2021** via e-mail or regular mail to:

**Ward & Uptigrove HR Solutions**  
P.O. Box 127  
LISTOWEL, Ontario N4W 3H2  
E-mail: HRresults@w-u.on.ca



*No phone calls please. We thank all applicants for their interest; however only those candidates selected for an interview will be contacted. We are dedicated to maintaining a respectful, fair and equitable work environment, and welcomes submissions from all qualified applicants. If accommodation is required during the selection or interview process it will be available upon request. This job posting is available in an accessible format upon request.*