

If you have positive attitude, effective communication, provide an exceptional customer service experience, and consider yourself a strong team player then we are looking for you.

B&C Truck Centre has a broad and diverse customer base that will provide a consistent variety to exercise all facets of your interest and aptitude. We pride ourselves on exceptional customer service and our outstanding team of professionals. **B&C Truck Centre** offers a challenging and rewarding environment with continuous focus on growth and professional advancement.

Our key to success is hiring the best!

Main Tasks / Responsibilities:

- To be the key customer contact and single point of reference for the Accounts Receivable Department
- Perform accounting and clerical functions to support the Office Manager
- Perform daily financial transactions including verifying, classifying, computing, posting and recording accounts receivable data
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify account discrepancies and resolve clients' billing issues
- Facilitate swift payment of invoices due to the organization by sending bill reminders and contacting clients with outstanding accounts, with established procedures
- Generate monthly and yearly accounts receivable financial reports detailing accounts receivable status
- Assist with the development, implementation and maintenance of safety policies and procedures to ensure compliance
- Facilitate and maintain monthly minutes in relation to the JHSC and coordinate and communicate timely follow up activities and resolutions
- Provide training to new hires and existing employees as required
- Play a key role in developing and enhancing the safety culture within company through daily interaction, training and hands on involvement at all levels of the business, including some third party service providers
- To carry out any administration or clerical tasks as assigned by the Office Manager or General Manager
- Any other duties that may be reasonably requested by your Manager

Key Qualifications:

- Post secondary education (recommended) with 2 to 3 years experience in an administrative and accounts receivable role
- Solid understanding of basic accounting principles, fair credit practices and collection regulations
- Proven ability to calculate, post and manage accounting figures and financial records
- Strong computer skills with well defined understanding of database related administrative software, including MS Office, QuickBooks with proficiency and experience in operating Excel Spreadsheets and other MS Office Applications
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- Experience working in a Heavy Truck and/or Automotive Dealership environment would be an asset
- Strong interpersonal skills and relationship building capability
- Exceptional communication and organization skills with strong attention to details and high degree of accuracy
- Ability to effectively prioritize and adapt in a fast paced environment
- Professional self starter independent as well as a team player with a sense of importance and interest to learn new technologies and systems
- Willingness to work flexible hours to support the business needs

Key Benefits:

- Competitive Hourly Wage Package Based on Qualifications & Experience
- Company Subsidized Health Care Program
- Company Subsidized Retirement Program
- Company Subsidized Sick Day Program
- Company Subsidized Training Program
- Well Equipped, Clean Working Facility
- Pleasant Team Working Environment

All applicants are received in complete confidence,
Please forward your detailed resume to:

Please Note:

We thank you for your interest in our company, however only applicants chosen for interview will be contacted.
B&C Truck Centre is an equal opportunity employer who welcomes and values diversity

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General Manager