



Job Posting

AR Specialist

Summary

Don Mann Excavating Ltd. is Victoria's premier supplier of excavating services. We've been serving the southern island for over 70 years, providing reliable, quality excavating for municipal, commercial, and residential projects.

We are looking for an AR Specialist to join our team that shares our passion for people and our core values. Don Mann makes everyone feel like family, and your role will be to secure revenue by ensuring timely billing of goods and services.

Yes, you'll work closely with our teams to ensure timely and correct payments. Yes, you'll verify and post receipts, correct discrepancies and provide important analyses and reports. But you'll also be interacting with customers and promoting our core values, because you share them too:

- Safe – You promote a safe company that ensures all staff go home safe every day.
- Humble – You have an attitude of gratitude and remain calm even in the toughest situations.
- Hard Working – You solve the toughest problems for yourself and others.
- Principled – You do the right thing.
- Professional – You bring your best to every situation to make it a win-win.

You've probably worked in accounting for a few years, honing your software expertise and building your customer service skills. Maybe you've been itching to work more independently, or find a team that feels like family. Here's your chance!

Key Qualifications

- High School Diploma required;
- Accounting Diploma preferred;
- 2+ years experience working with accounting software (Sage 300 CRE an asset);
- 2+ years customer service experience within an office setting;
- 2+ years data entry experience;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook);
- High attention to detail; level of accuracy; efficiency; and accountability;
- Ability to communicate clearly and effectively.



Key Duties

- Processes, verifies, and posts receipts;
- Generates invoices and account statements; collects funds in a timely manner;
- Maintains billing system and customer information;
- Performs account reconciliations;
- Completes collection phone calls/reminder emails;
- Works with Credit Manager to review overdue accounts, client payment and credit history to develop new or better payment terms & collections process;
- Maintains Accounts Receivable files and records;
- Investigates and resolves discrepancies;
- Produces reports as requested.

Application Instructions

If this sounds like the opportunity you've been waiting for, please apply via Indeed with a cover letter and resume today!

We thank all applicants for their interest, however only applicants selected for an interview will be contacted.