



Sardo Foods is a privately held company with almost 50 years of experience in manufacturing, sales and national distribution. We are one of Canada's largest private label suppliers and manufacturers of fine Mediterranean-grown olives and antipasti.

Accounts Receivable Clerk

JOB DETAILS

Job type: Full-time, Permanent
Shift & schedule: Monday – Friday (Day shift); 8:30am-5:00pm
Location: Onsite – Hwy 50 & Mayfield Rd. (Bolton)*

Exciting opportunity to bring your accounts receivable talent to our team!

We are seeking an **Accounts Receivable Clerk** (ideally with retail grocery experience) who can verify program rebates, investigate deductions, process credits, perform data entry and post accounts receivable payments. Reporting directly to the President, this pivotal role requires a detail-oriented individual with strong organization and time management skills and an ability to multi-task.

***Please note that Public transit is not accessible to this location. Candidates must be able to arrange appropriate transportation.*

Key Responsibilities

- Maintain ledgers, credit balances, and resolve account irregularities
- Calculate program discounts and volume rebates (including bill backs) for vendors/customers and apply credits to accounts
- Post customer payments; recording cheques, wire payments/EFT, credit card transactions
- Investigate customer short payments, discrepancies, price adjustments and validate all unauthorized deductions
- Accurately track and reconcile all program discounts and deductions
- Post adjusting entries in a timely manner to resolve valid and authorized deductions
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted (investigate account discrepancies)
- Assist with timely processing of bank deposits
- Examine customer payment terms, payment history to manage accounts and DSO
- Pull and analyze (sales) reports ledgers and place freeze on overdue accounts and notify Sales Rep
- Facilitate payment of invoices due by sending reminders to Sales Reps
- Cross check all entries with account statement for all EFT payments
- Accurately file all invoices, credits and other Accounting related documents
- Provide backup coverage for Accounts Payable and/or general admin duties as required

Qualifications

- 2+ years Accounts Receivable experience
- Ideal candidate will have retail grocery experience handling program discounts and deductions
- Post-secondary education in Accounting, Business or Bookkeeping preferred
- Sound understanding of basic accounting principles and functions
- Direct working knowledge of invoicing, credits, and reconciliations
- Demonstrated ability to work with and understand financial accounting software
- High attention to detail and ability to maintain high degree of accuracy
- Strong computer skills and knowledge of MS Office suite (Excel, Word, Outlook)

- Able to effectively manage multiple priorities
- Strong communication skills; good command of spoken and written English.
- Highly flexible and able to work in collaboration with others
- Positive attitude that is hard working and eager to learn

What we offer

- Daytime schedule
- Extended health care
- Dental care
- Vision care
- Life insurance
- On-site parking

Sardo Foods is an Equal Opportunity Employer that is committed to maintaining a diverse and inclusive workforce. Accommodations for disabilities will be provided, on request, to support a job applicant's participation in any aspect of the recruitment process.

Applicants may be subject to a background check and must meet the security criteria designated for the position.

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