

# Accounting Technician

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## About Us:

CDS Group of Companies is the single contact for National and International clients looking for efficient and cost effective supply-chain solutions for the Canadian market. Specializing in our world class Ambient, Refrigerated, and Frozen warehouse and distribution services operation for the food and beverage industry, we have expanded our services to include freight and transportation management, customs brokerage, pick and pack fulfillment, cross-docking and transloading. A true "one-stop shop" operation, we can handle products from grocery to consumer goods for any company looking to improve their supply chain throughout Canada and from Canada to cross-border and international markets.

## About the Team:

The Finance team is committed to ensuring the finances of the company run smoothly and that we maintain healthy relationships with our vendors. Dedicated to finding the best technology solution for our needs today and into the future, this team welcomes ideas! We believe in focusing to get the job done, while fostering a fun team atmosphere.

## What You'll Do:

- Verify & post incoming EFT, cheques & credit card payments.
- Payment posting, inter-company adjustments and performing bank deposits.
- Reconcile customer accounts, manage collections, and follow up on outstanding accounts in a timely manner via phone call or email.
- Record detailed collection notes from discussions with customers using MS Dynamics GP.
- Generate & distribute of monthly statements to customers.
- Liaise with customers regarding AR queries & discrepancies.
- Liaise with other internal departments on collection efforts and providing relevant reports.
- Provide general assistance in the department as needed.

## Who You Are:

- Minimum 2 years of soft collection experience in a B2B environment.
- Possess excellent communication skills, both oral and written. Good command of the English language.
- A fast learner, well-organized, detail and customer-oriented self-starter.
- Team-oriented; skilled at establishing and maintaining effective working relationships with internal and external customers of all levels.
- Demonstrated ability to exercise sound judgment, analytical thinking, ability to work independently, prioritize duties, and follow tasks through to completion.
- Good understanding of the bookkeeping aspects of AR.
- Time management- work within mandatory deadlines/timelines.
- Strong computer, organizational & administrative skill.
- Proficiency with MS Office and experience in MS Dynamics GP is an asset.
- Able to pass criminal background check.



**How to Apply:**

Interested applicants should submit their resume to [hr@cdsltd.ca](mailto:hr@cdsltd.ca). No agencies please.

Internal applications are welcome! You must be employed for at least 6 months to be eligible to apply.