CDS Group of Companies

CDS Transload
CDS Cold Storage
CDS Customs Services Ltd
Canadian Dry Storage Ltd
Canadian Distribution Services Ltd

Accounting Technician – Collections (On-Site)
Richmond, BC
Pay Range: $48K - $55K

Posted: October 23, 2026

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 Ambient, Refrigerated, and Frozen supply chain food and beverage services, we strive to offer exceptional customer service to our clients, while promoting opportunity, and a team-first environment for our team. Our services include multi-temperature warehousing, distribution, freight, and transportation management, pick and pack fulfilment, 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:
- Reconcile customer accounts, manage collections and follow up on all outstanding accounts in a timely manner via phone call or email.
- Record detailed collection notes from discussions with customers.
- Processing credit card payments, payment applications to customers' accounts as well as inter-companies within CDS Group, preparing bank deposits.
- Liaising with other internal departments on collection efforts and providing relevant reports.
- Filing of financial documents.
- Provide assistance to the Credit Manager.
- Perform other duties as assigned.

Who You Are:
- 1-2 years of B2B soft collection experience is required.
- 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. No agencies please. Internal candidates are welcome. You must be employed for at least 6 months to be eligible.