

AR Analyst

Tootsi Impex is a North American leader in bulk, natural and health food products. Our company was established in 1986. We are a direct importer, processor, and distributor of over 1500 products. Our headquarters are based in Montreal where we also manufacture unique and trend setting snacks from our state-of-the-art facility.

If you are seeking a career opportunity in a dynamic food industry and a company that has a proven track record, we are pleased to offer fulfilling and exciting career driven positions.

Reporting to the Accounting Supervisor, AR Analyst will handle various tasks within the account receivables department. The selected person will join a dynamic team and a growing organization!

Responsibilities

- Work simultaneously on a series of account issues at all stages of the collections process
- Maintain records on key account activity, as well as review current accounts for unpaid amounts and determine what course of action to take based on a variety of factors such as age, amount of debt, and the customer's history
- Audit transactions and correspondent documents and analyze findings
- Interact with customers directly resolving outstanding debt or billing issues, including in evaluating the likelihood of (or a timeline for) repayment
- Perform payments reconciliation by collecting and analyzing account information
- Follow-up issues/discrepancies/disputes
- Create monthly and sporadic reports, as needed by management
- Perform receivable activities for accounts: emails, phone calls, statements of account
- Verify programs and deductions to ensure accuracy
- Perform data entry, file documents and/or perform any other related task

Profile

- Diploma in accounting or a combination of education and experience will be considered
- Experience of more than 2 years in accounting (AR and AP preferred)
- Bilingual with advanced proficiency in English (oral, written)
- Computer skills including MS Office (Excel intermediate level) and various platforms (ERP, Web)
- Analytical and problem-solving skills
- Organizational & interpersonal skills

- Ability to work independently, with little direct supervision, to achieve objectives
- Focus on details and quality, someone reliable and consistent
- Physical requirement: Ability to go up / downstairs, to remain in a standing or sitting position without breaks
- Bilingual in English and French, written and spoken.

Work schedule: Full time in the office, Monday to Friday.