

Invoicing & Collections Specialist

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking a Credit & Collections Specialist to join the Collicutt team in the Red Deer Head Office. This position will process the Invoices & Collections for our Canadian operations. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

The successful candidate will be responsible for:

- Conduct collection calls
- Work with other departments to invoice customers
- Maintain accurate customer files, job files and customer payment schedules
- Facilitate swift payment of invoices by monitoring customer payments, making collection calls and following up on any discrepancies
- Keep track and process incoming payments in compliance with financial policies and procedures
- Process credit card payments
- Setting up and maintenance of customers and users in SAP
- Keep track and process incoming payments in compliance with financial policies and procedures
- Enter data accurately into various systems (i.e. SAP, Excel, etc.)
- Reviewing customer statements
- Provide support to the Accounting department
- Special projects and all other duties as required

The position requires:

- High school diploma
- Business or office diploma/certificate preferred
- 3+ years of experience in an administrative role
- Accounting experience; such as accounts payable/receivable is an asset
- SAP or related ERP system experience is an asset
- Excellent organizational skills with a strong ability to communicate effectively verbally and in writing
- Self-motivation; the ability to work in a very dynamic environment
- Strong attention to detail
- Effective time management, including the ability to anticipate and deal with the effects of change
- Ability to think on your feet coupled with strong decision making skills
- Analytical minded with the drive, ability and interest to investigate and resolve issues and discrepancies
- Strong negotiation skills
- Strong understanding of the company inter-department workings and roles they play with each other
- Commitment to Collicutt Core Purpose and Core Values

Collicutt offers a comprehensive compensation and benefits package, and those who choose to work with Collicutt are treated to our relentless pursuit of improvement through innovation and appreciate our ability to remain agile in our search for new ideas and cutting-edge designs.

If you are interested in this exciting opportunity, please submit your resume by responding to this ad.

We wish to express our thank you to all applicants for their interest and effort in applying for the position; however, only candidates under consideration will be contacted.

Collicutt Energy Services Corp. is an equal opportunity employer.

For more information on our company, please visit our website: <https://www.collicutt.com/ca/>

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way*

