

Invoicing & Collections Specialist

Collicutt Energy Services Corp, recognized experts in engine rebuilds and servicing and a leader in the natural gas and diesel power generation 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.

We offer: Competitive Wages, Overtime Opportunities, Solid Group Benefits, RRSP Matching, Referral Bonuses, PPE Allowances, and Course Reimbursements!

Primary Job Functions:

- Work with internal 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
- Conduct collection calls
- Provide support to the Accounting department
- Special projects and other duties as required

Qualifications and Education Requirements:

- 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

Required Competencies:

- 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

This is an excellent opportunity to join a dynamic and growing organization. The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals and consider mutual RESPECT to be the key to building a cohesive, productive team.

We offer a comprehensive compensation package including: solid group benefits, RRSP matching, referral bonus, course reimbursement and access to world class medical specialists through our unique Best Doctor's program as well as an Employee Assistance Program.

Please submit your resume, salary expectation and availability date to HR@collicutt.com.

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

