



## INVOICING & COLLECTIONS SPECIALIST

Collicutt Energy Services is a solutions-oriented, engine company. We specialize in custom manufacturing, repair, overhaul, and maintenance for all engine brands across diverse industries, consistently raising the standards for customer satisfaction. Our company culture emphasizes safety, respect and continuous learning, fostering an environment where employees can thrive professionally and personally. As a growing, privately-owned organization, we offer exciting opportunities for career advancement and the chance to contribute to cutting-edge energy solutions. Join Collicutt and be part of a collaborative team that values community involvement and shared success in the ever-evolving energy sector

We are currently seeking an ***Invoicing & Collections Specialist*** to join our ***US Operations Team***. This position is based in our ***Red Deer, AB office, reporting to our US Service Manager***. This position collaborates with internal departments to invoice customers, maintain accurate customer and job files, and manage customer payment schedules. It also ensures timely payments by tracking incoming payments, addressing discrepancies, and following up on collections as needed.

In this role, you will:

- Process incoming payments in accordance with financial policies and procedures.
- Handle credit card transactions.
- Create and update customer accounts and users in SAP.
- Review and reconcile customer statements.
- Assist with collection calls as needed.
- Accurately enter data into various systems.
- Support special projects and perform other duties as required.

### ***Qualifications and Skills***

- High School Diploma
- Business or Office diploma/certificate preferred
- 3+ years of experience in an administrative role
- Accounting experience; such as accounts payable/receivable
- SAP or related ERP system experience

### ***Competencies:***

- Strong organizational skills with excellent verbal and written communication abilities.
- Self-motivated and adaptable to a dynamic work environment.
- Exceptional attention to detail.
- Effective time and task management, including the ability to anticipate and respond to change.
- Strong decision-making skills, with the ability to make quick and accurate judgments.
- Analytical mindset with a proactive approach to investigating and resolving issues or discrepancies.
- Strong negotiation skills.
- Deep understanding of interdepartmental collaboration and the roles each department plays within the company
- Commitment to Collicutt's Core Purpose and Core Values.



As a team member at Collicutt Energy Services, you can enjoy:

- Competitive Wages
- Solid Group Benefits
- RRSP Matching
- Referral Bonuses
- Apprenticeship & Course Reimbursements

If you are interested in this opportunity, please submit your resume to [hr@collicutt.com](mailto:hr@collicutt.com) with ***Invoicing & Collections Specialist*** in the subject line.