



CAREER OPPORTUNITY

Location	Elie Branch	City	Elie, MB
Position	Accounts Receivable Coordinator	Job ID#	5623
Reporting To	Credit Manager	Grade	5
To Apply to this Position:	<ul style="list-style-type: none"> ➤ Please go to: www.agwest.com ➤ Select “Careers” ➤ Pick the Job # then hit “Apply Now” <p style="text-align: center;">**Resumes are Required**</p>		
Position Overview	<p>Our AgWest Accounts Receivable Coordinator is responsible for Accounts Receivable administration and support as an integral part of the “sales to cash process” to focus on improving “Days Sales Outstanding” (“DSO”) while ensuring a great customer experience.</p>		
Key Accountabilities	<ul style="list-style-type: none"> • Participate in safe, environmentally sound and healthy work behaviours at all times, in support of AgWest’s Health and Safety Policies, Programs and initiatives • Proactively follow-up and review receivables regularly with customers in a professional and courteous manner • Work with the Credit Manager to process Equipment Sales and provide credit releases to Sales Administration & other staff when required payments are received • Maintain strong customer relationships while: administering collections calls on selected accounts, providing customers with payment options, supporting documentation requests, processing credit card payments, updating customer account information, reviewing invoices, and reconciling accounts • Partner with internal operations teams and communicate customer disputes to ensure timely resolution • Maintain timing of expected payment and customer disputes in A/R Reloaded call logs • Provide updates on customer account status for monthly credit meetings • Manage customer account maintenance for any changes including addresses, contacts, statements and portal requirements • Monitor customer accounts and unapplied cash reports to ensure cash is applied accurately and in a timely fashion • Releasing orders/invoices from hold & providing credit boosts • Advise team of negative customer credit trends and recommend steps in mitigating risk • Perform other accounting, credit and administrative duties that support Portage and all branches of the organization 		
Key Qualifications	<ul style="list-style-type: none"> • University Degree or College Diploma with courses / knowledge in Accounting is an asset • Possess or actively pursuing Certified Credit Professional (CCP) Designation is an asset • 1-2 years experience in Accounts Receivable & Collections • Highly safety conscious, customer centric and a strong team player with a sense of urgency • Exceptional communication and interpersonal skills with a proven ability to work effectively within cross functional teams • Attention to detail, strong time-management and effective problem solving skills • Ability to quickly adapt to multiple priorities in a deadline driven, fast paced environment • Improvement mindset and self-directed with high integrity and initiative to be proactive • High proficiency in Microsoft Office Applications including Excel, Word and Outlook • Willing and able to work flexible business hours in support of the business <p style="text-align: center;"><i>AgWest is an equal opportunity employer who recognizes and values diversity.</i></p>		