



## **ACCOUNTS RECEIVABLE SPECIALIST – MWM ENVIRONMENTAL**

Are you a detail-oriented and proactive professional with previous credit & collections experience and a talent for managing customer relationships? We are seeking an **Accounts Receivable Specialist** to lead the credit and collections activities with MWM Environmental. This position works closely with the sales and accounting team to ensure timely and accurate payments from our customers, while maintaining good relationships. This role will monitor the credit risk and financial health of our customers and advise on the best course of action for credit applications and collection issues. Additionally, this role will assist in the timely and accurate billing of our customers.

This is an exciting opportunity to work for a rapidly growing company that is an industry leader in the markets they serve. This position will work out of the head office located in Brandon, MB and offers a hybrid work option for the right candidate

### **WHY SHOULD YOU WORK FOR OUR CLIENT?**

MWM Environmental has been the leading waste & recycling service provider in Southern Manitoba since 1992. They have proudly led the way in introducing efficient and cost-effective services to communities that previously had no such options. Customer service is paramount to our continued success.

They have a full range of trucks and equipment offering state-of-the art services at each of their bases of operation in Souris, Portage la Prairie, and Morden/Winkler. They also own and operate their own engineered class-1 landfill and soil remediation pad in Souris.

As a COR-certified company safety is a priority, both for our employees and our customers. We hire local employees and contractors everywhere we operate, investing back in the communities that invest in us. We are proud of our Manitoba roots and contribute to dozens of charities and causes in each of the communities we serve.

For more information, visit their website: [MWMEviro.ca](http://MWMEviro.ca)

### **WHAT WE CAN OFFER YOU:**

- Competitive salary
- Comprehensive Group Benefits Plan, and paid sick time
- RRSP matching plan
- Bonus Plan based on performance
- Educational Assistance
- Encourages a healthy work-life balance including flexible hours for this position, and potential hybrid work opportunity for the right candidate.

### **WHAT YOU WILL DO:**

- Lead the Credit and Collections function, working collaboratively to develop efficient processes while fostering continuous improvement.
- Monitor past due receivables and work with customers to ensure timely collection.
- Accept and process payments including review of payment reports from each location
- Adhere to aging timeline targets and departmental objectives.



- Investigate / validate account discrepancies by working with internal staff and external customers.
- Communicate and consult with credit agencies and solicitors on collection and legal matters.
- Uphold the CCA Code of Conduct by ethically treating each customer with integrity, honesty, dignity and respect at all times.
- Thorough review of the Unbilled Reports prior to monthly invoicing, communicating with Customer Service team and ensuring accuracy prior to invoicing.
- Lead the invoicing process for our consulting division, Environmental Consulting Solutions (E.C.S.)
- Monthly and ad hoc reporting
- Projects and tasks as assigned

#### **WHAT YOU WILL NEED:**

- Diploma or Degree or Certificate in Accounting or Business Administration or be enrolled in a program
- A Certified Credit Professional (CCP) designation would be considered a strong asset
- A minimum of 3 years of experience working within accounts receivable/credit and collections in both a B2C and B2B environment.
- Knowledge of credit & collection laws and regulations
- Excellent interpersonal and communication skills both spoken and written
- Self-motivated, goal and detail oriented
- Advanced skills in Microsoft Excel and Word, and comfort in learning new software
- Ethical and dedicated to confidentiality

#### **APPLY TODAY!**

To apply for this opportunity, please send your cover letter and resume to Camilla Timmer at West-Can HR, [Camilla@westcanhr.com](mailto:Camilla@westcanhr.com). For more information about this position, or for a detailed job description, email Camilla or call our office at 204-727-0008.

Only the applicants who are selected for further consideration will be contacted. We thank all jobseekers for their interest and potential application.