



## Revenue and Accounts Receivable Specialist

**Position Details:** Full Time Permanent, Vacant Position

**Salary Range:** \$54,300 - \$67,900 (based on a 35-hour work week and commensurate with individual education and experience, as it relates to the position).

**Location:** Hybrid in Oak Hammock Marsh near Stonewall, MB

**Closing Deadline:** August 17, 2025

### Who We Are

Ducks Unlimited Canada (DUC), one of the nation's leading conservation organizations, is a passionate community of people who believe that nature is the foundation of strong communities, a prosperous economy and a sustainable future that supports the hopes and dreams of the next generation. Together, we conserve and restore some of the most valuable and threatened landscapes on the planet.

### What You Will Do

- Perform and reconcile day-to-day accounts receivable operations which includes processing cash receipts, validating revenue categorization, and preparing customer subledgers and account reconciliations to ensure accurate financial reporting.
- Prepare risk analysis on quarterly basis, prepare aged receivables for review and assess risk of non-collection through consultation with Manager of Revenue and Accounts Receivable, operations and regional finance
- Validate appropriateness of deferral of revenue and revenue business rules are being followed
- Coordinate and maintain the revenue planning tool by consolidating inputs from finance leads and funding source owners, ensures alignment with business plans, and verifies data accuracy across all business units.
- Prepare and support quarterly and year-end financial and audit reporting through compiling deferred contributions, revenue disclosures, and accounts receivable schedules for internal and external audits.
- Monitor and resolve inquiries related to AR and customer data.
- Resolve escalated AR inquiries through the Finance Help Desk and shared mailboxes, ensuring timely and accurate responses to complex questions or issues.
- Support data governance and process improvement initiatives.
- Ensure AR processes align with internal controls and business rules and identify opportunities to streamline workflows and enhance accuracy and efficiency.

### Requirements

- Completion of a post-secondary diploma in business, finance or accounting
- At least 3 years of experience working with financial systems, accounts receivables, deferred contributions and cash receipts
- Audit experience or business system implementation/conversion experience is an asset
- Proficiency in Dynamics 365 and advanced Microsoft Excel skills

- Knowledge of analytical methods and technical accounting procedure, and AR risk assessment practices and protocols
- Knowledge of CRA standards regarding revenue recognition policies for not-for-profit organizations, as well as financial reporting standards
- In-depth knowledge of business systems and report mapping
- Effective written communication including the ability to document business decisions (AR write offs, accounting treatments, process improvements and integration) clearly and effectively
- Ability to address non-compliance with AR, cash receipts, and revenue processes across all internal and external stakeholders
- Ability to handle confidential information, such as customer payment, banking information, and planned giving donations

### **What We Offer**

- 3 weeks' vacation with paid personal and sick days
- Comprehensive compensation & benefits package
- Hybrid work arrangement

### **How to Apply**

DUC is proud to be recognized as a non-profit employer of choice for the second year in a row. Working for DUC is a career highlight for many staff. Let us know if making a difference is important to you.

If you are qualified and interested in this opportunity, please visit our [online career center](#) to submit your application for confidential consideration.

Ducks Unlimited Canada is committed to providing an inclusive and barrier-free work environment. If you require accommodations during the recruitment and selection process, please email us at [hr@ducks.ca](mailto:hr@ducks.ca). All requests for accommodation will be handled in a confidential manner.

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*While DUC would like to thank all applicants, only candidates considered for an interview will be contacted.*