

Accounts Receivable Clerk

We like to do things the Eteros way; that means we do everything in-house, from 3D prototyping and CNC machining, to fabricating and electrical. As our product offering continues to grow, we are looking to add an Accounts Receivable Clerk to our team.

Eteros is a fast-paced environment that is not for everyone. The person we are looking for will thrive off that energy!

Check out what we make here:

www.mobiustrimmer.com www.thetriminator.com

The culture at Eteros is extremely important to us. It is a tangible feeling that becomes contagious when you have the right people in place. So, what type of person is the 'right fit' for Eteros? Here is what we are looking for when it comes to fit:

Right Fit	Not a Fit
Can-do attitude	"That's not my job" mentality
Strong work ethic	Not eager to learn
Sense of urgency	Lackadaisical
Resourcefulness	Not putting in an honest day's work
Follow-through	Not a team player
Passion in your work	Not taking ownership
Happy people	Watching the clock

Duties

- Create invoices and credit memos in a timely manner as required by the sales team.
- Follow-up with customers for payment status and monitor outstanding account balances.
- Process and record customer deposits and partial payments.
- Create and send monthly customer statements.
- Adjust inventory when sales orders are shipped
- Review open sales orders and orders shipped not invoiced to ensure proper cut-off.
- Monitor and record customer payments made via wire payments or by cheque.
- Process credit card payments made by customers.
- Notify order processing team when orders have been paid and can be released.
- Ensure the correct tax rate is applied to all invoices (both Canadian and US state taxes).
- Assist with month-end account reconciliations.
- Other duties as assigned

Qualifications, Experience and Abilities

- Basic accounting knowledge is a must; post-secondary education in finance/accounting an asset.
- Minimum one year of experience as Accounts Receivable or in a comparable role
- Experience with Salesforce/FinancialForce is an asset.
- Must be comfortable calling customers regarding overdue accounts and answering related inquiries.
- Strong written and verbal communication skills.
- Able to work in a fast-paced, open-office environment.
- Experience with Microsoft Excel is required.
- Experience in a multi-currency and multi-jurisdictional environment is preferred.

Wages

\$48,000 - \$52,000 per year

Perks

In addition to working with an awesome group of people, Eteros offers a comprehensive benefits package after three months of employment. After one full year of employment, employees are eligible to participate in the Company's Employee Stock Ownership Plan.

Job Type

Full-time.

Hours

Primarily day shift (7:00am – 3:30pm), with flexibility to work longer hours as required.

Location

Surrey, BC.

Applications

Please take the following two steps to apply

1. Complete the Predictive Index at the following link:
https://assessment.predictiveindex.com/bo/q50/Accounts_Receivable_Clerk
2. Submit your application, including cover letter, addressing the requirements of the job poster, to careers@eteros.com