

**CARO Analytical Services** is an employee-owned environmental and food laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. Whether supporting a client cleaning up a contaminated site, providing water quality data to ensure Canadians have access to clean water, or supporting the government in testing our food source for potential pesticide exceedances, CARO provides the data essential to the success of these programs. CARO also happens to have a pretty awesome corporate culture thanks to a great team of employees who take their jobs seriously, but not themselves: We are charismatic scientists, driven to make the world safer and healthier.

**DESCRIPTION: ACCOUNTS RECEIVABLE – Richmond, BC (Full Time)**

As an Account Receivable for CARO Analytical Services' growing laboratory network, your main responsibilities will include:

- Customer account resolutions and follow-up
- Reviewing weekly accounts receivable report to determine collection targets
- Weekly collection calls
- Weekly import of invoices and new clients into Sage 300 ERP
- Daily electronic banking deposits
- Recording credit card deposits and EFT entries
- Daily mail pick-up and distribution
- Assist with payroll entries and other month-end reporting as needed

**QUALIFICATIONS:**

- Post-secondary training in Accounting/Finance.
- At least 1 year of accounting related experience.
- Exceptionally friendly interpersonal and communications skills with clients and staff.
- Detail-oriented and accurate data entry skills.
- Ability to work in a high-energy environment and handle multiple tasks and deadlines.
- Knowledge of Sage 300 ERP or experience with ERP systems.
- Self-motivated with initiative to continually improve.
- Good analysis and critical-thinking skills

CARO Analytical Services offers attractive potential for career advancement, with competitive remuneration, work-life balance and great benefits. If you aspire a career with a thriving, fast-paced and growing company with top quality people, consider CARO.

Please email your resume to [hr@caro.ca](mailto:hr@caro.ca) and put "Accounts Receivable - Richmond, BC" in the subject line.