

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: Accounting Clerk – Richmond, BC *(Full Time)*

This role's responsibility is varied and include various Accounts Receivable and banking duties including weekly collection efforts and meeting collection KPI's. In addition, the Accounting Clerk will be providing support for Accounts Payable and related administrative duties as required.

As an Accounting Clerk, your main responsibilities will include:

- Weekly collection calls.
- Customer account resolutions and follow-up as necessary.
- Reviewing weekly accounts receivable report to determine collection targets.
- Daily electronic banking deposits.
- Weekly import of invoices and new clients into Sage 300 ERP (back-up support).
- Recording credit card deposits and EFT entries.
- Daily mail pick-up and distribution along with other related administrative duties.
- Invoice matching and account coding of vendor invoices.
- Assist with 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.
- Intermediate level Excel and MS Office skills.

CARO Analytical Services offers attractive potential for career advancement, with competitive remuneration and 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 and put "Accounting Clerk- Richmond, BC" in the subject line.