



Accounts Receivable Clerk

Reunion Island Coffee is currently seeking an experienced **Accounts Receivable Clerk** to join our team. You must have strong multi-tasking skills while maintaining a high accuracy level, have exceptional analytical and problem-solving skills, a strong sense of urgency, and a “let’s get this done” attitude.

As our new Accounts Receivable Clerk, your main responsibility will be the day-to-day full cycle accounts receivable function while working both internal and external with stakeholders. This role will require you to review accounts status and provide any account escalation guidance to resolve issues; process payments, cash applications, collections, deductions, discounts, reconciliations and investigate discrepancies; and prepare month end reports, statements, calculate DSO and other metrics for management.

On the practical level, you will have experience in the following:

- Prepare and make daily bank deposits;
- Apply daily cash receipts for RIC and affiliated companies accurately and within company policies and procedures. (Cash receipts include EFT transfers, wire transfers, manual cheque deposits, cash, PayPal transfers, Shopify transfers, etc.);
- Processing deductions, discounts, discrepancies, write-offs, receipts, etc.;
- Preparing customer rebates according to terms and conditions;
- Reconciling customer accounts and providing statements are required;
- Communication to internal departments on any issues or trends concerning customers’ receivables (involves calculating DSO and other metrics) including addressing credit risk concerns with team and management.

We are a dynamic, family-oriented, and socially responsible company that cares about your future and well-being - if you have the following **qualifications**, we want to hear from you:

- Post-Secondary degree/diploma in Accounting
- Minimum of 2+ years accounts receivable full cycle including general accounting experience
- Intermediate Microsoft Excel skill a MUST
- Experience working with accounting modules in an ERP system, knowledge of Microsoft Dynamics AX 2012 an asset

Working @ Reunion Island

Our Oakville headquarters houses our offices and our 50,000-square-foot roasting facility/warehouse. We offer competitive wages and a benefits package that includes an employer RRSP, employee assistance program, peer recognition awards, and opportunities for advancement. As a certified B-Corp, we are dedicated to social responsibility and sustainability as such, we are very active in our local and global communities and encourage our employees to contribute by giving them paid days off for charitable work.

We’ve been named as one of Canada’s Greenest Employers and as one of Canada’s Top Small & Medium Employers, and we care deeply about our employees and giving them a great working experience.

How to Apply:

Please send your detailed resume outlining skills and qualifications as outlined above to hr@ricoffee.com.

Reunion Island Coffee is an equal opportunity employer offering a competitive compensation including extended benefits. Reunion Island welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We sincerely thank all candidates who have applied, however, only those selected for an interview will be contacted.