

Accounts Receivable and Credit Management Specialist

This is your opportunity to be part of a vibrant and growing innovation leader. RPC is a research and technology organization (RTO), with the core mission to harness science and technology in the service of innovation, and to build economic competitiveness. We are in the business of science and engineering excellence.

People are the key to our success; to be the best, we need the best. Our goal is to be an employer of choice.

RPC has an opening for an **Accounts Receivable and Credit Management Specialist** located in our Fredericton office. The Accounts Receivable and Credit Management Specialist is responsible for managing the daily operations relating to accounts receivable for customers including issuing invoices, approving credit requests, interacting with management regarding client A/R matters, collecting outstanding balances, preparing and analyzing monthly reconciliations and aging reports, and more.

QUALIFICATIONS

- Post secondary education in accounting/bookkeeping.
- 3+ years of AR and credit work experience
- Excellent organization and communication skills
- Proficiency with Office 365, and spreadsheet software. Familiarity with Dynamics Business Central would be an asset.
- Demonstrated track record of working with sales and billing teams in a fast-paced environment to address billing and customer issues.
- “Roll up your sleeves” approach to resolving customer issues and supporting the business.
- Strong analytical skills, customer service orientation, organizational and problem-solving aptitude.
- Able to work independently and as part of the team.

This is a full-time, permanent position. Hours are Monday to Friday 8:15 - 4:30. Compensation will be commensurate with education and experience. RPC offers a competitive compensation and a progressive benefits package, including 3 weeks of paid vacation, health and dental benefits, Wellness Rebate Program, Defined Benefit Pension Plan and Top Up for Maternity Leave. For more information about RPC, visit our website at www.rpc.ca.

To apply, please forward a covering letter, and résumé to careers@rpc.ca using reference number **#ADMIN0320** on or before **March 27, 2020**.

Review of applications will begin as soon as possible and will proceed until a suitable candidate is identified. Only those applicants chosen for an interview will be contacted.

RPC is committed to the principle of employment equity.



SCIENCE & ENGINEERING

www.rpc.ca

