



Accounts Receivable Administrator

South East Construction L.P. is a union-based, multi-trade, industrial construction, and maintenance company. Part of the SECON Group of Companies, with site locations throughout Western Canada, South East Construction L.P. takes great pride in providing a safe and rewarding work environment for our employees as we continue to diversify and grow.

Position

Reporting to the Controller, the Accounts Receivable Administrator will be responsible the SECON Group of Companies billings, reconciliations and payment receipts.

This position will be Monday – Friday, 8-hour days, 5 days a week.

This position will be located at our Saskatoon or Esterhazy, SK office.

Job Duties

- Review and prepare Billings for posting and submission to clients
This includes reviewing client contract requirements, billing reconciliations, ensure taxes are processed according to provincial legislation and compliance requirements are maintained and aligned with internal procedures.
- Assist in customer set ups as required
- Responsible for customer collections of aged accounts
- Receive customer payments and reconcile accounts as required
- Investigate and resolve customer inquiries
- Liaise with site and finance as required throughout the AR cycle
- Perform various reporting requirements requested by Finance, Management, and external Stakeholders
- Complete various other administrative and filing duties as assigned;
- This position may support Accounts Payable duties from time to time

Qualifications:

- One year certificate in Administration, Business or Accounting preferred;
- Minimum 2 years Accounts Receivable or related experience considered an asset;
- Proficient in Microsoft Office Applications
- Comfortable with technology and experience in accounting software recommended
- Requires strong attention to detail and accuracy;
- Must be a team player willing to complete a variety of tasks;
- Ability to meet deadlines in a fast-paced Construction Industry environment;
- Ability to learn quickly, with strong communication, time management and organizational skills;



Total Compensation

With this opportunity, South East Construction LP offers a competitive Total Compensation Package, including fair and equitable wages and a comprehensive group benefit plan.

Application Process

Please apply by sending a cover letter and resume to recruiting@secon.ca. Please include in your cover letter why you are interested in the job and which skills, experience, and/or education make you an excellent candidate for this role.

The start date is as soon as the successful candidate is available.

We thank all applicants for their interest; however only those candidates with cover letters and resumes who fit the needs of the company will be contacted.

Closing Date

Open until suitable candidate has been hired.