



CAREERS AT IRD

CREDIT AND COLLECTIONS COORDINATOR

Department: Finance

Receives Direction From: Accounting Supervisor

Responsibilities:

- Generate billing invoices for both Canadian and US operations
- Process credit approvals for new and existing customers
- Ensure that customer accounts are analyzed, reconciled and collected on a timely basis
- Act as a liaison with customers to resolve any billing issues that may arise throughout the collection process
- Ensure customer payments are appropriately allocated to customer accounts
- Preparation of regular accounts receivable reports and analysis for financial reporting purposes

Skills Required:

- Excellent customer service skills
- Excellent oral and written communication skills
- Ability to work effectively in a team environment
- High level of accuracy and attention to detail
- Excellent organization skills

Education and Experience:

- Recognized Accounting Certificate or Diploma or equivalent experience
- Proficient in the use of Microsoft Word, Excel and Outlook
- Experience with Great Plain Dynamics Accounting system would be an asset

Please indicate position '**F-CCC1005**' in your cover letter and subject line.

If you are interested in applying at IRD, a resume should be forwarded in confidence to Human Resources at 702 43rd Street East, Saskatoon, SK S7K 3T9, fax: 306-653-6609 or email: jobs@irdinc.com no later than Friday, May 28th, 2010.