



## CAREER OPPORTUNITY WITH AN INDUSTRY LEADER

At K-Line, our core values of Safety, Quality, Integrity, Operational Excellence and Customer Satisfaction are the foundation of everything we do. As a premiere high voltage electrical contractor, our mission is to provide exceptional value to our utility and related partners through an unwavering commitment to these K-Line values. Proudly awarded Gold Standard as one of Canada's Best Managed Companies, K-Line continues its quest to be the premiere Canadian owned utilities solutions company. We currently have an opportunity available to be based out of **Stouffville, ON** for the position of:

### ACCOUNTS RECEIVABLE CO-ORDINATOR

#### Responsibilities

- Full-cycle Accounts Receivable practices including setting up customer accounts, processing cheques and electronic deposits, reconciling receivables to receipts to ensure a clean AR Ageing Report monthly, and making cheque/cash deposits to bank
- Maintain backup documents for bank deposits and cash receipts
- Run customer ageing on a regular basis, contacting customers to resolve overdue account
- Run Customer AR activity reports based on requests
- Provide back up assistance to full-cycle Accounts Payable practices including receiving and posting invoices, review Purchase Orders (PO) and make any required corrections, monitor PO activity, issue Purchase Orders for any finance department purchases, and running exception reports
- Clarify invoicing with Administrative Assistants preparing the invoices
- Verify and confirm select electronic and cheque payments with scanned backup vendor invoices
- Verify corporate credit card transactions, report anomalies on credit card variations and audit select statements on a monthly basis
- Order office supplies for head office location maintaining well balanced costs and service provisions
- Provide support to the Finance team during month-end, quarter-end, and year-end
- Respond to Fiscal Year End inquiries from Auditor





## **Experience & Education**

- Minimum five (5) years' experience in General Accounting role including experience in Accounts Receivables and Accounts Payables
- Post-secondary education in Accounting or related field
- Working towards CPA designation is a strong asset
- Strong understanding of accounting principles, applications, and impact to overall corporate picture

## **Skills**

- Strong sense of Confidentiality
- Advanced computer skills including strong proficiency in Microsoft Excel
- Keen eye for detail
- Ability to multitask and meet tight deadlines while maintaining a high level of accuracy
- Excellent communication, interpersonal and teamwork skills
- Strong problem-solving skills

## **To Apply**

To learn more about The K-Line Group of Companies and career opportunities, please visit our website at [www.k-line.ca](http://www.k-line.ca). Interested candidates are invited to submit a resume to: [careers@k-line.ca](mailto:careers@k-line.ca).

**Position Location:** Stouffville, ON

## **Company Overview**

Celebrating 50 years of Business Excellence in 2017, the K-Line Group of Companies provides complete, one-source solutions for the high voltage and related sectors. Comprised of eight industry-specific divisions, we offer one-source expertise in engineering, design, procurement, construction, commissioning and maintenance of high voltage power delivery systems, including temporary power services, independent laboratory testing and complete fleet repair and refurbishing services. K-Line was established in 1967 and is registered to the ISO 9001 Quality Management Standard and OHSAS 18001 Health and Safety Management Standard.



*The K-Line Group is an equal opportunity employer. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.*

*We thank all applicants for their interest in this opportunity. Only those candidates who are selected for an interview will be contacted.*

