



**Job Title:** Accounts Receivable Specialist I  
**Department:** Accounting  
**Reports To:** AR Supervisor

**Location:** Markham, ON, CANADA

### **Job Description Overview:**

We are looking for a detail-oriented individual with minimum of 1 years Accounts Receivable or related background who can handle the large volume of receivable transaction at a medium to large size company. Applicant will be responsible for payment application, presenting no-fault statement, working with senior AR to track and resolve outstanding payment issues and generate weekly aging reports in a timely manner. The applicant should display a positive and proactive attitude, must be quick learner, with knowledge of general accounting principles and be proficient in MS Office (especially Excel.)

Responsibilities include but are not limited to:

- Maintain accurate payment/credit application in timely manner
- Release holds with appropriate approval ticket
- Maintaining up to date billing system
- Research issue items per senior AR's instruction
- Reconciliation of AR statement with customer on regular basis
- Assisting on audited document preparation
- Following SOP and work with limited supervision
- Perform other duties as assigned\*

### **Knowledge and Skills:**

- Organized and be a great Team player
- Documentation
- Good at Excel, Word, and Outlook
- Sense of Urgency
- Attention to detail and ensure accuracy
- Excellent verbal and written communication skills in English

### **Abilities:**

- Be a quick learner and work in a fast paced environment
- To maintain a high level of accuracy on work assigned to
- Great communication

### **Requirements:**

Associate's Degree in Accounting or Finance + over one year of AR/Collection/Accounting experience. Equivalent combination of education and experience will be considered.

(\*Job functions are subject to change at any time)



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Work Environment:

- Works in an office setting

Job Type: Full-time

### **Application**

- Please email your resume and cover letter to: [CanadaHR@asus.com](mailto:CanadaHR@asus.com) and include the job title in the subject line.
- We thank all applicants for their interests but only selected candidates will be contacted for an interview.
- ASUS is compliant with the *Accessibility for Ontarians with Disabilities Act, 2005* , and recognizes its obligation to provide accommodation in the job application process to persons with disabilities on request, up to the point of undue hardship. Requests for accommodation should be directed to Human Resources.