

<b>Job Title:</b> Accounting Administrator - Accounts Receivable		<b>Post Date:</b> August 31, 2010
		<b>Deadline Date:</b> September 17, 2010
		<b>Reference Number:</b> 10-0098
<b>Department:</b> Finance & Accounting		<b>Location of Position:</b> Calgary Corporate
<b>Division/Branch:</b> Accounting Support Services		<b>Other:</b> Accounts Receivable
<b>Summary of Duties and Responsibilities:</b>	<b>Job Purpose:</b> This position has responsibility for the daily cash application of the customer base and ensuring that account balances are within credit limits as determined by the credit and collection policies and procedures.	
<b>Specific Duties and Responsibilities:</b>		
<ul style="list-style-type: none"> <li>Review and contact customers regarding account status ensuring that accounts remain in line with the company's DSO targets.</li> <li>Maintain call logs, documentation of all communication and customer contact information.</li> <li>Collection of short payments to reduce write-off amounts.</li> <li>Maintain strong customer relations, working with the Accounting Supervisor when identifying difficult accounts.</li> <li>Complete the accounts receivable function for key clients by processing, verifying and balancing accounts receivable statements.</li> <li>Liaise with Accounting Supervisor(s) to ensure achievement of cash flow projections and resolution of collection issues.</li> <li>All other related duties as assigned.</li> </ul>		
<b>Minimum Qualifications and Relevant Experience Required:</b>		
<ul style="list-style-type: none"> <li>Solid mathematical skills and accounting knowledge gained through work experience preferred.</li> <li>Excellent computer knowledge with Microsoft programs such as Excel, and Word preferred.</li> <li>Computer knowledge with SAP an asset.</li> <li>Ability to accurately complete repetitive and routine tasks preferred.</li> <li>Excellent organizational, communications and inter-personal skills preferred.</li> <li>Ability to work independently, with minimum supervision, in a fast-paced environment preferred.</li> <li>Minimum 2 to 5 years accounts payable/receivable experience an asset.</li> <li>Minimum 1 year's general accounting experience preferred.</li> <li>Certificate or enrollment in Accounting is an asset.</li> </ul>		
<b>PROCEDURE FOR APPLYING:</b> Submit resume and cover letter to the address/e-mail/fax below.		
To: <a href="mailto:westerncareers@newalta.com">westerncareers@newalta.com</a>	Deadline for application: September 17, 2010	