

Accounts Receivable Clerk

We are an original equipment manufacturer who stands behind our top-quality machinery. Eteros is driven by our passion for exceeding expectations and thrive on providing innovative products, combined with outstanding customer service. We have experienced rapid growth since launching our post-harvest product line in 2018 (www.mobustrimmer.com) and are looking to add an **Accounts Receivable Clerk** to our accounting team. If you have accounting experience and the speed to keep up, read on!

Eteros is governed by imagination, logic, and reason, not arbitrary rules and performance metrics. We eat, sleep, and breathe our core values, so fit is very important to us for any new position within the company. We offer competitive salaries, a great benefits package, and room to grow within the Eteros team.

Duties

- Create invoices and send them to customers in a timely fashion
- Create and send monthly customer statements
- Follow up with customers for payment status
- Adjust inventory when sales orders are shipped
- Monitor and record customer payments made via wire payments or by cheque
- Process credit card payments made by customers
- Notify order processing team when orders have been paid and can be released
- Work diligently with the sales team to quickly provide quotes/invoices
- Ensure the correct tax rate is applied to all invoices (both Canadian and US state taxes)

Qualifications, Experience and Abilities

- Basic accounting knowledge is a must, post-secondary education in finance/accounting an asset
- Minimum 1-year experience in Accounts Receivable or similar type role
- Experience with Salesforce/FinancialForce an asset, but not required
- Must be comfortable calling customers about overdue accounts
- Strong verbal and written communication skills
- Ability to work in a high-paced, open-office environment
- Experience with Microsoft Excel is required

Wages \$48,000 - \$58,000

Perks In addition to working with an awesome group of people, Eteros offers a comprehensive benefits package after three months of employment. After one full year of employment, employees are eligible to participate in the Company's Employee Stock Ownership Plan.

Job Type Full-time.

Hours Primarily day shift (7:00am – 3:30pm), with flexibility to work longer hours as required.

Location Surrey, BC.

Applications Please take the following two steps to apply

1. Complete the Predictive Index at the following link:
https://assessment.predictiveindex.com/bo/q50/Accounts_Receivable_Clerk
2. Submit your application, including cover letter, addressing the requirements of the job poster, to careers@eteros.com

As part of the interview process, applicants will be asked to complete a short accounting quiz, including properly preparing journal entries, on certain accounting issues without the assistance of a computer.