

Love going to work every day? We do. Interested in a career with a progressive fourth generation, family owned company with 100 years of experience?

Willson International is a fourth-generation organization offering Customs Brokerage and Third Party Logistics solutions to our client. We are dedicated to our people because the people we hire are the cornerstones of our success. Their ideas, commitment and connection to our customers are truly the essential elements in how we succeed.

If you have a passion for terrific customer service, work life balance and love to work in a team environment this could be the opportunity for you!

### **Accounts Receivable Administrator – Mississauga, ON**

As an Accounts Receivable Administrator, you are responsible for providing mid-level support regarding accounts receivables to the Finance department.

#### **Here are some of the activities you will be expected to perform:**

- Complete reporting daily for Management through retrieving banking activity.
- Process wire/EFT payments. Includes retrieving information, matching data with cash receipts, compiling information for payments, receiving approval for payments, and generating approved payments.
- Resolve authorized/unauthorized deductions through internal procedures
- Process intercompany receipts and payments
- Investigate bank reconciliation discrepancies and process correcting entries
- Post all Accounts Receivables batches.
- Post customer payments through recording cash, cheques, and credit card transactions, and applying payments to customer invoices
- Daily bank deposits – prepare, transmit, and balance to cheque receipts
- Scanning cheque deposits and bank deposits into system
- Other duties as assigned

#### **These are the standards we look for:**

- High school Diploma is required
- Minimum two (2) years direct experience with accounts receivables
- College or University education in Accounting Practices is an asset
- Working knowledge of MS Office Suite of products – excel intermediate is required
- Strong communication skills – verbal and written is required
- Problem solving, accuracy, attention to detail and analytical ability is required

#### **These are the values that are important to us:**

We believe in Constant Improvement, Urgency and Purpose, Courage, Community Involvement and Family First. We look for people that are adaptable, enthusiastic, self-motivated, passionate, creative and team-oriented.

#### **This is the company culture we are fostering:**

At Willson, family is first, and we recognize, support and respect each employee's responsibility to his/her family. In our continued efforts to help our employees we offer:

- Medical, Dental & Supplementary Health coverage

- Maternity top-up and paid time off for new Fathers
- Company paid emergency leave days
- Company matching Group RRSP
- Paid Continuing Education Courses

If you think you are a fit for this type of opportunity, please apply by sending your application to [careers@willsonintl.com](mailto:careers@willsonintl.com) . We would love to hear from you. Please come and learn more about us at [www.willsonintl.com](http://www.willsonintl.com)

**Willson International is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.**