

September 2022

TECHNICIAN - Accounts Receivable



NORSECO is a proud Québec-based company working in the agricultural field for more than 90 years and today is one of the most important distributors of seeds, seedlings and multicells of vegetables and flowers in Canada. The selected candidate will join a dynamic team working in a pleasant environment. Norseco encourages the continuous training of its personnel and offers career development opportunities to employees who wish to do so.

Reporting to the Financial Manager

### **Responsibilities and Duties**

Gather and prepare accounting documents for accounts receivable processing ◦ Prepare and verify invoices and statements ◦ Resolve balance differences ◦ Evaluate new clients' creditworthiness ◦ Make regular bank deposits ◦ Balance the accounts receivable.

### **Required Skills.**

Have an impeccable customer service ◦ Good organizational skills ◦ Attention to detail ◦ Stress resistance ◦ Diplomacy and discretion ◦ Excellent knowledge of Excel / Outlook ◦ Bilingual (French and English / spoken and written) ◦ College level in accounting completed or equivalent.

### **Skills sought**

Methodical and rigorous ◦ Enjoy handling numbers ◦ 3 years' experience in a similar position.

Status: Full time

Work schedule: 40 h / week (8 h day) - summer schedule (June to September) 35 h / week.

Competitive benefits: full group insurance coverage; telemedicine; sick days; annual bonuses.

Start date: Immediately.

To join the team, send your resume to Ms. Josée Dagenais at [josee.dagenais@norseco.com](mailto:josee.dagenais@norseco.com)