



Accounts Receivable Specialist (Full-time, Non-union, Permanent)

Montage Support Services is a leading service provider that offers innovative and individualized services that directly responds to the wishes, hopes, dreams and aspirations of each person living with us. Montage Support Services is committed to providing quality support to people with complex support needs. This is accomplished through a shared focus of families, staff and volunteers in promoting opportunities for individual growth in all aspects of a person's life, ensuring dignity and respect

Reporting to the Senior Accountant, the Accounts Receivable Specialist will provide support to this role and to the Director of Administration in a broad range of administrative functions for the Finance Department primarily relating to Accounts Receivable as well as providing supporting to Accounts Payable.

Responsibilities:

- Facilitate all aspects of the Accounts Receivable function.
- Working with Managers to ensure the timely and accurate processing of monthly and ad-hoc invoicing using Sage accounting software.
- Tracking the details of all expenditure recovery arrangements.
- Timely processing all deposits in Sage.
- Maintaining Accounts Receivable/Invoicing files for all Ministry funded clients.
- Generates Accounts Receivable Transaction Reports and ensures timely follow-up of overdue receivable amounts with Managers and clients.
- Liaise with customers where required.
- Provide ongoing support to the Accounts Payable function – taking responsibility for identified processes working in conjunction with the Senior Accountant and the Accounts Payable/Payroll Specialist
- Works collaboratively with members of the Finance Department and Management to ensure financial processes are efficient and timely.
- Other Financial and Administrative duties as assigned.

Qualifications:

- Post-secondary education in Accounting/Financial Management is required, plus a minimum of 3 years related experience.
- Previous experience in a non-profit organization preferably in the social service industry will be considered an asset.
- A minimum of 2 years' experience working in a unionized environment would also be considered an asset.
- Ability to think strategically, relative to the future needs of the organization.
- Solid understanding and experience working with Sage software and Excel as well as possessing superior computer skills.
- Excellent interpersonal, organizational and communication skills.
- Ability to multi-task in a high paced, deadline oriented work environment.
- High level of confidentiality and professionalism.
- Understanding and working knowledge of Generally Accepted Accounting Principles.

Location: Head Office
Hours: 40 hours per week (9.00am-5.00pm)

Interested applicants are invited to submit their Resume and Cover Letter by August 14, 2023 to Human Resources at jobpostings@montagesupport.ca or fax to 416 780 9382 quoting job reference #AR – 0723.

We thank all applicants for expressing their interest; however, only those qualifying for an interview will be contacted.