

**Job Identification**

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**Job Title:** Accounts Receivable Administrator  
**Division:** Bailey Metal Products Limited – Concord  
**Department:** Accounting  
**Reports to:** Accounts Receivable and Credit Supervisor  
**Revision Date:** February 11, 2020

**Job Purpose Summary**

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The Accounts Receivable Administrator performs and manages the activities in the A/R department and is directly responsible for performing data entry and related duties in posting accounts receivable payments both at a corporate and branch level. This includes maintaining ledgers, credit balances, and resolving account irregularities

**Responsibilities and Accountabilities**

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The responsibilities and accountabilities of the position include but are not limited to the following:

- Communicate with internal/external sales representatives and accounting staff as necessary to complete job duties.
- Receive and fill out receipts for third party payments, whether by cash, cheques, credit, and other forms of payment.
- Post and reconcile customer payments to A/R ledger both at corporate and branch level.
- Balance daily A/R batches.
- Assist with releasing orders and statements.
- Conduct collection calls to the appropriate customers.
- Collaborate with Rebate Administrator on reconciliation of rebates accruals and deductions.
- Review all credit balances, refunds, and adjustments, and apply adjustments and/or corrections to corporate billing records.
- Responsible for receiving post-dated cheques and issuing credits for certain customers.
- Administering direct deposits – emailing wire payment allocations to all Bailey divisions.
- Coordinate the processing of credit notes due to rebates, errors or returns.
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its customers.
- Prepare cash.
- Review and track Buying Group deductions online for specific customers.
- Process credit card receipts for all Bailey divisions.
- Investigate collection problems and report to AR and Credit Supervisor.
- Prepare cash deposits for received cheques and pick-up cheques when required.
- Investigate and resolve billing discrepancies or misapplied cash transactions.
- Help maintain orderly filing procedures.
- Assist with all divisions.
- Administering customer requests.
- Assist with Reception and Invoicing when required.

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Understands and adheres to the company's health and safety policies, programs and procedures by communicating and promoting health and safety awareness to all employees.
- Other responsibilities and accountabilities as assigned by the AR and Credit Supervisor.

**Qualifications**

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- 3 to 5 years' experience in Accounts Receivable
- Experience in multi division operations
- Experience with customer rebates
- Experience with SAP will be an asset
- Excel knowledge

**Working Conditions**

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- Overtime as required.