

## Accounts Receivable Coordinator

Office location is 10 Carnforth Road, Toronto. This is a hybrid role with the ability to work from home at times.

*Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word?* The Canadian Bible Society (CBS) is looking for a dedicated Accounts Receivable Coordinator to join our finance team.

### Key Responsibilities:

- Process accounts receivable payments to customer accounts;
- Prepare bank deposits;
- Process bank deposit journals;
- Collaborate with internal teams to resolve customer account discrepancies and inquiries;
- Record and report transactions;
- Perform customer credit checks;
- Prepare month end accounts receivable reports;
- Complete monthly reconciliation of all bank accounts;
- Complete corresponding general ledger entries;
- Prepare government filings, such as GST/HST/QST remittances;
- Maintenance of all applicable accounts receivable files; ensuring adherence to CBS's retention policy;
- Projects as assigned;

### Requirements:

- Three or more years of demonstrated successful finance and accounting experience;
- College or university certificate / degree in finance / accounting / business administration or similar;
- Self-motivated, self-starter, proactive, determined;
- Promotes culture of integrity, values driven;
- Personable, pleasant to spend time with;
- Effective communicator (written and verbal);
- Open to feedback, willingness to learn;
- High degree of personal accountability, sets and works to achieve plans with agreed upon metrics;



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- Effective team player, seeks understanding, respect, and collaborative relations;
- Advanced user or ability to become an advanced user of Microsoft Dynamics 365 Business Central, and Excel, and other Microsoft Office applications;
- Strong organizational skills, attention to detail, ability to multi-task under pressure;
- Maintains a high-level of confidentiality;
- Live within a reasonable commuting distance of the Toronto Office.

### **What does the Canadian Bible Society Do?**

We are an interdenominational organization partnering with individuals, churches, and religious organizations who similarly believe that God's Word changes hearts and lives. Whether in support of Canada's latest incoming refugees or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

### **To Apply:**

**Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, to [humanresources@biblesociety.ca](mailto:humanresources@biblesociety.ca) by February 12<sup>th</sup> 2024.**

*Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.*