



## Accounts Receivable Clerk

**Company:** Thomas, Large & Singer Inc.

**Location:** Markham, Ontario

**Job Type:** Full Time Employee

**Experience:** 1-2 years

**Education:** College or University

### General Job Description

Thomas, Large & Singer Inc. (TLS) is currently seeking an energetic individual in the role of **Accounts Receivable Clerk** to assist our Credit Department.

Reporting directly to the Credit Manager, the AR Clerk will be responsible for providing assistance with cash applications, preparing daily deposits and investigating and applying deductions and credit notes for various clients. This position will be based within the Markham office.

### Duties and Responsibilities:

- Apply and distribute daily cheques, EFT and cash received from customers.
- Prepare daily bank deposits.
- Investigate and reconcile discrepancies by account
- Process deductions with regards to special programs and pricing
- Prepare credit notes to clear debit notes on account
- Administrative duties such as filing, scanning and photocopying, faxing
- Perform additional tasks as required based on the department's needs

### Qualifications

- Strong written and verbal communication skills, with the ability to convey information in understandable terms at all levels of the organization.
- A strong interpersonal skill as candidate is required to deal with people both individually and in groups to resolve conflicts.
- Strong knowledge of Microsoft Excel (including vlookup and pivot table).
- Ability to work in a multi-task environment with multiple, and sometimes conflicting priorities and specific time constraints.
- Ability to adapt to the business' changing needs.
- Strong organization skills.
- Bilingual in English and French an asset.
- Be proactive and have a positive attitude.

Interested candidates may apply with their resume and salary expectations to [HR@tlscanada.com](mailto:HR@tlscanada.com)

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

*Thomas, Large & Singer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

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**About Thomas, Large & Singer Inc.**

Since 1912, Thomas, Large & Singer has been a preferred buy-sell distributor in the Consumer Packaged Goods industry for many Canadian and international clients. Over the past century, the company has developed expertise in all facets of the industry from national logistics and warehousing, to order-to-cash, trade promotional control solutions, broker management and sales agency of private label and industrial ingredient solutions.

To find out more, please go to our website [www.tlscanada.com](http://www.tlscanada.com)