

Accounts Receivable Specialist

LowestRates.ca is passionate about personal finance. A simple belief drives our team: that Canadians deserve to have choice when they make financial decisions. Our website offers that choice by providing consumers the ability to quickly and easily compare financial products like insurance, mortgages, credit cards and loans.

LowestRates.ca is a Toronto-based financial technology company that was founded in 2012, and is part of the MaRs FinTech cluster. We've received numerous awards and media features for our work in the FinTech space. We were recently ranked as the 11th fastest growing company in Canada in 2018 on Canadian Businesses' Growth 500 list and we were ranked 9th on Deloitte's Technology Fast 50 list in 2018 as well. We have also made PROFIT Magazine's Startup 50 list for the past two years and our CEO was recognized by EY as one of Ontario's top entrepreneurs.

We're looking for self-starters who thrive in a fast-paced environment. This is an exciting full-time opportunity at our office in the heart of Toronto at Yonge+Davisville.

Job Summary

In this position, the Accounts Receivable Specialist will be responsible for coordinating and maintaining an accounts receivable record to ensure that all revenues are properly invoiced, recorded and collected. You will also be responsible for communicating directly with our partners and resolving or escalating any disputes or refunds.

This is a position that comes with a great deal of responsibility in an exciting and fast paced environment. You will play an integral role in the company by ensuring that we are paid correctly and on-time. Attention to detail and communication skills, both verbal and written, are crucial. You will be contributing to the development of a forward-thinking team and ensuring that we have the right processes in place to help us grow.

Specific Duties Include:

- Ensure that invoices are sent out correctly and in a timely manner
- Contact partners for payment reminders and to secure payments
- Complete vendor registrations and test to ensure invoices are being received
- Entering, posting and reconciling payments
- Create credit or debit notes to vendors when necessary
- Communicate with delinquent accounts to collect outstanding amounts
- Ensure customer payments are within terms
- Prepare revenue and summary reports as requested

The Successful Candidate

- Strong attention to detail and demonstrated problem solving ability
- Strong written and verbal communication and interpersonal skills
- Solid understanding of accounts receivable and accounting processes
- Ability to work accurately, with interruptions, to meet deadlines
- Excellent organizational, time management and problem-solving skills
- Ability to prioritize work and complete assignments within the allotted time
- Ability to use analytical and decision-making skills to offer options and resolutions in a variety of situations
- Ability to work well independently as well as part of a team
- Ability to exercise flexibility, initiative, good judgment and discretion

Required Qualifications

- Degree in Business Administration or related field and/or equivalent combination of education and experience
- No minimum experience - new grads are welcome and encouraged
- Proficiency with Microsoft Excel
- Solid understanding of Accounts Receivables and general accounting principles

What's In It For You?

- Very competitive compensation
- Growth opportunities
- Performance-based bonuses
- Health and wellness programs
- State-of-the-art systems and tools
- Collaborative work environment
- Casual dress code
- All-you-can-eat snacks and all-you-can-drink coffee!
- Paid social events
- Centrally located in midtown Toronto, on the subway line and close to restaurants and pubs

If you think you have what it takes to be successful in this role, please send your resume in confidence to careers@lowestrates.ca. We thank all applicants, but only those candidates meeting the job requirements will be contacted.