

**JOB TITLE:** Accounts Receivable Clerk

**LOCATION:** Kelowna, BC

**PAY RANGE:** \$45,000 – \$54,000 per year

**APPLICATION SUBMISSION DEADLINE:** OPEN UNTIL FILLED

BigSteelBox, Canada's most diversified shipping container company, has experienced exceptional growth and has exciting plans for the future. To support this momentum, we're looking for a **full-time Accounts Receivable Clerk** to join our team at our Central Support Office in Kelowna, BC.

This is a permanent, full-time position, Monday to Friday, with a competitive base salary and a Profit Share Program. Benefits and RRSP matching are available after three months. A hybrid work model (a mix of in-office and work-from-home) may be available after the probationary period, depending on employee suitability and operational needs. Occasional overtime may be required.

If organization and attention to detail come naturally to you, and you thrive in a fast-paced, high-volume environment, this could be your next great opportunity. You're a reliable team player with strong business sense and a proactive attitude. Under the direction of the Accounts Receivable Supervisor, you'll be part of a team that embraces growth and change.

At BigSteelBox, we believe work should be both meaningful and enjoyable. One of our core values is "We have fun," and we aim to create a positive, supportive environment where people enjoy working together.

We're proud to be certified as a Great Place to Work<sup>®</sup>, based on direct feedback from our team. That recognition reflects our ongoing commitment to building a culture where people feel valued, supported, and connected. You'll find a workplace that balances camaraderie with a strong focus on delivering great service to our customers and communities.

BigSteelBox offers a rewarding and challenging career, opportunities for professional growth, and the chance to be part of a team that truly cares. Visit our website to learn more about our core values and discover what sets us apart. Apply today could be the best decision you make!

#### **THE EXPERIENCE AND QUALIFICATIONS WE ARE LOOKING FOR:**

- Completion of a post-secondary diploma in an accounting program or an equivalent combination of education, training, and experience
- Experience with accounting software is preferable
- 1-3 years of related work experience preferable

#### **WHAT YOUR PRIMARY RESPONSIBILITIES WILL BE:**

- Review internal reports to ensure system accuracy and update variances
- Receive returned inventory into the accounting system
- Use the reporting function to identify errors and correct them as necessary
- Full cycle billing – posting of invoices and processing associated payments
- Process credits and refunds
- Respond to customer & internal staff billing-related inquiries via email and or phone
- Answer phone lines as part of a queue with other team members
- Email, fax, or mail copies of invoices to customers as required
- Maintain accurate records & secure files
- Demonstrate a positive work ethic, attitude & professional image to all

- Update customer information as required
- Process payments and manage credit card payments.
- Collections will be required
- Perform other duties as required

**REQUIRED SKILLS/CORE COMPETENCIES:**

- Excellent verbal and written communication skills
- Provide excellent customer service to internal and external stakeholders
- Multi-task, organize, and work well under pressure
- Conscientious & attention to detail are essential
- Handle high-volume and repetition
- Teachable & a team player
- Self-motivated & energetic
- Proficient in Outlook, Word, Excel

**We thank all applicants in advance, only those selected for an interview will be contacted.**