



| | | | |
|-------------------|--|--------------|----------------|
| Job Title: | Accounts Receivable and Accounts Payable Associate | Date: | March 20, 2025 |
| Company: | Ucluelet Rent It Center Ltd | | |

Primary Responsibilities

- Prepare and send invoices and statements to customers.
- Manage deposits, EFTs , E-transfers and credit card payments.
- Track overdue invoices and following up on them.
- Resolve Accounts Receivable and invoicing related issues.
- Process and reconcile company credit card expenses.
- Reconcile vendors' statements and invoices.
- Respond to vendor enquiries regarding the status of payment.
- Assist with month-end processing and accurate recording of financial transactions.
- Ensure appropriate turnaround time on all data entry.
- Management of AR and AP mailboxes.
- Maintain filing system for Accounts Payable and Accounts Receivable.
- Review and enter data information into the appropriate databases.
- Assist with various office administration tasks and reports as required.
- Retrieve data for team members upon request.

Minimum Requirements, Qualifications and Additional Skills.

- **Detail-oriented** with a strong focus on accuracy and organization.
- 2+ years of experience in Accounts Payable and Accounts Receivable.
- Proficient knowledge of Microsoft Office, specifically **Microsoft Excel** (data entry, formulas, and basic functions).
- **Strong communication skills**, both written and verbal, with the ability to effectively collaborate with employees at all levels across the organization.
- Self-motivated, has a **positive attitude** and a results-oriented approach to business.
- You are looking to be in a fast-paced environment with opportunities to learn and grow.

Hours: Part Time, 25-30 hours per week

Location: Ucluelet, BC, (May be a possibility of a Hybrid position)

Compensation: \$27-\$30/hour (Depending on experience)

Email cover letter and resume to michele@uric.ca

No phone calls please