



Accounts Receivable Specialist

Who we are

Advocis, The Financial Advisors Association of Canada, is the association of choice for financial advisors and planners. With more than 17,000 member-clients across the country, Advocis is the definitive voice of the profession, advocating for professionalism and consumer protection. Professional financial advisors and planners are critical to the economy, helping consumers make sound financial decisions that ultimately lead to greater financial stability and independence. Advocis works with decision-makers and the public, stressing the value of financial advice and striving for an environment in which all Canadians have access to the advice they need. For more information about Advocis visit our website at <https://myadvocis.ca/>

We are seeking an **Accounts Receivable Specialist** who will be responsible for processing accounts receivable billings in an accurate and timely manner, applying payments and ensuring collections. The incumbent will also oversee various reconciliations, analysis and A/R reporting.

We offer:

- A great team and collaborative work environment
- Great benefits: extended health, dental, life, disability and pension
- Centrally located office space, with an amazing view of Lake Ontario
- Work flexibility with the opportunity to work both in-office and remotely at times.

Responsibilities include:

- Record and reconcile all daily deposits
- Prepare third party billings as required
- Spearhead annual renewal of membership fees billing
- Prepare month end sub ledger to general ledger reconciliations and resolve un-reconciled differences
- Review accounts receivable sub ledger and ensure timely collection of outstanding invoices
- Process and monitor monthly pre-authorized billings
- Process refund requests as required
- Prepare monthly A/R reports
- Process monthly journal entries to the general ledger
- Implement efficient billing processes and coordinate with IT and Client & Member Services
- Systems testing and related troubleshooting/ analysis
- Liaise with external suppliers/ auditors as required
- Other duties as assigned by the Accounting Manager

Knowledge/Skills Required:

- Accounting or business University degree or diploma
- 3 – 5 years Accounts Receivable experience
- Accomplished self-starter, confident and able to work independently and as part of a team
- Excellent organizational skills with attention to detail
- Excellent communication skills, both written and verbal
- Excellent client relations and interpersonal skills
- Sound judgment, tact, discretion, diplomacy and professionalism
- Proven ability to prioritize workload effectively and meet deadlines
- Proficient in Microsoft Office (specifically Excel, Word and Outlook)
- Knowledge of iMIS database, GP Dynamics and previous experience in a complex not-for-profit is an asset

To Apply:

Interested qualified applicants should e-mail their cover letter and resume to resume@advocis.ca.

We are committed to inclusive and accessible employment practices. Please advise human resources when contacted, if you require any accommodation measures to fully participate in our application or hiring processes. Information received relating to accommodation measures will be addressed confidentially.