



Vibrant Health Products | Job Posting

ACCOUNTS PAYABLE/RECEIVABLES COORDINATOR

Reporting to the Director of Finance, the Accounts Payable/Receivables Coordinator is responsible for working with the finance, procurement, and sales teams to reduce accounts receivable days outstanding to customer terms and assist accounts payable in the processing of vendor payables.

KEY RESPONSIBILITIES

- Maintains accurate customer files (including address and contact information, discounts, and customer payment terms);
- Enter daily store sales into Great Plains and update batches in Retail Management Software;
- Prepare daily bank deposits, applying payments to accounts;
- Monitors accounts receivable for timely receipt of funds, and assists management with collections;
- Reconcile customer deductions and ensure they are calculated correctly;
- Issuing credits and refunds as appropriate;
- Following up with overdue accounts;
- Maintain a log of customer calls and correspondence;
- Occasional bank runs;
- Handles credit card payments for direct customer orders;
- Assisting accounts payable in the processing and payment of vendor invoices;
- Reconciling and processing of credit card transactions.

EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

- 1+ years' experience working in an accounting environment and/or related experience
- Efficient and accurate
- Organization & attention to detail
- Analytical & technical thinking
- Excellent interpersonal and communication skills, both oral and written
- Basic to Intermediate knowledge of Microsoft Excel
- Microsoft Great Plains experience an asset
- Able to prioritize and manage tasks and ensure all deadlines are met

This position will appeal to somebody who wants to be a contributing part of something very new and exciting in the natural foods category.

If you are looking to work and learn in an environment that fosters personal involvement and development, while keeping you challenged and at the leading edge, then this may be the place for you.



Please email your resume and covering letter to careers@vibranthealthproducts.com stating **Accounts Payable/Receivables Coordinator** in the subject line before the posting close date of **September 20, 2017**. No phone calls please.

We thank all applicants for their interest, but we're so busy growing that we'll only be able to get back to those who are shortlisted for interview.

Please submit resumes to careers@vibranthealthproducts.com | CLOSING DATE: **September 20, 2017**