

Clarion Medical Technologies is committed to building customer relationships for life by delivering innovative medical solutions that improve the lives of our customers and their patients. We are currently looking for a **Bilingual Accounts Receivable Specialist** (14 month contract) to

RESPONSIBILITIES:

- Collect, manage and resolve outstanding invoices on past due accounts
- Prepare and process monthly customer statements
- Process, verify and release all returns
- Prepare weekly collection reports and status for management
- Process and post cash and cheque receipts
- Reconcile customer accounts on a daily basis
- Process all credit card payments and prepare bank book
- Review and reconcile A/R aging
- Contact reps on a daily basis regarding o/s accounts
- Process all AMT finance invoices and reconcile account
- Rebill all invoices that are being financed

KEY COMPETENCIES & SKILLS:

- Well organized
- Attention to detail
- Speed/accuracy
- Good communication skills

QUALIFICATIONS:

- 2 years of A/R experience
- Bilingual is a must (French)

Interested applicants are invited to submit their resume via email to: hr@clarionmedical.com

Please visit our website at: www.clarionmedical.com