

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, one of our core values is "We have fun." We take pride in our work, but we also believe in enjoying what we do and who we work with. We're proud to be certified as a Great Place to Work®, based on direct feedback from our employees. That means a lot to us—and hopefully to you too!

You'll find a workplace where camaraderie, laughter, and a positive environment are just as important as getting the job done right. We're committed to creating a meaningful experience for our employees while delivering outstanding 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 what makes us different.


Apply today—it 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 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

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- Update customer information as required
 - Process payments and manage credit card payments.
 - Collections may 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.