

Accounts Receivable Coordinator

Are you interested in working at a fast growing, entrepreneurial company? Do you want the experience of a Toronto career here in Niagara? If you do, then the **Accounts Receivable Coordinator** position is for you!

We satisfy consumers' needs to protect themselves in a simple and cost effective manner. We offer solutions to affordably protect business assets and families, while helping to maximize return from business operations. Our products are truly DIY, as they come with all accessories required allowing them to be set up hassle-free.

Our products are sold worldwide through various distribution channels, which include mass merchants, electronics retailers, warehouse clubs, home improvement retailers, office supply retailers, direct response television, mail order catalogues, directly, online retailers, and distributors. Our products are primarily utilized by small businesses and home owners.

Circus World Displays Ltd. designs, manufactures and markets do-it-yourself (DIY) video surveillance products and other consumer electronics products.

The successful candidate will be responsible for:

1. Receive inbound calls from customer accounts and resolves any inquiries, questions or concerns
2. Provide existing accounts information on new products and promotions.
3. Make collections calls for selected target accounts.
4. Conduct full cycle accounts receivable (prospecting to collection).
5. Process cash applications and enter invoices.
6. Pursue all leads generated by marketing efforts, call lists, referrals, the website and research
7. Proactively prospect for new business via cold calling and email
8. When necessary, send product information to prospects via email including price lists, item uploads and suggested orders
9. Customer reconciliations as required
10. Enter new customer accounts and maintain existing customer list
11. Process invoices and prepare bank deposits.

The successful candidate requires:

1. College diploma or university degree in a related field, or the equivalent in experience.
2. Two (2) years experience in an accounts receivable role.
3. Experience with customer service and customer account management
4. Experience using ACT! and Microsoft office products including: Excel, Word, Outlook
5. Understanding of the full cycle accounts receivable processes.
6. Excellent communication skills: verbal and written
7. Ability to collect on over due accounts in a professional manner.

Qualified candidates are encouraged to apply online by visiting <http://www.svat.com/hr.php> and selecting the **"Apply for a Position Now"** button. Only online applications will be considered. If selected for an interview you will be contacted by Human Resources, please do not contact us by phone or in person.