



## Accounts Receivable Clerk

**Company:** Thomas, Large & Singer Inc.

**Location:** Markham, Ontario

**Job Type:** Contract – 18 months

**Experience:** 1-2 Years

**Education:** College or University

### General Job Description

Thomas, Large & Singer Inc. (TL&S) is currently seeking an energetic individual in the role of **Accounts Receivable Clerk** to assist our Credit Department for an 18-month contract.

Reporting directly to the Associate Director of Credit & Trade Deduction, the AR Clerk role is a supporting position for the Credit team and will be responsible for preparing deduction back up and validating deductions. This position will be based within the Markham office.

### Duties and Responsibilities:

- Converting PDF deductions to excel
- Splitting deductions by various clients.
- Preparing remittances
- Validating deductions
- Administrative duties such as filing, scanning and photocopying, faxing
- Perform additional tasks as required based on department's needs.
- Apply and distribute daily cheques, EFT and cash received from customers.
- Prepare daily bank deposits.

### Qualifications

- Strong written and verbal communication skills, with the ability to convey information in understandable terms at all levels of the organization.
- A strong interpersonal skill as candidate is required to deal with people both individually and in groups to resolve conflicts.
- Strong knowledge of Microsoft Excel (including vlookup and pivot table).
- Ability to work in a multi-task environment with multiple, and sometimes conflicting priorities and specific time constraints.
- Ability to adapt to the business' changing needs.
- Strong organization skills.
- Be proactive and have a positive attitude.
- A minimum of 1 year of experience in Accounts Receivables is preferred.

### What's In It For You...

- **Great team** dynamic and tight knit company culture. One of the most important factors in choosing your next role is the people you work with and our people are AWESOME!
- **Flexible work environment.** Some flexibility on working hours and work from home days.
- **Competitive compensation package.** We get it – money isn't everything, but it's still a very important factor.
- **Summer Hours Program** – who doesn't want to leave early on Fridays to spend more time with friends and family while the sun is shining

To apply for this position please send your resume to [HR@tlscanada.com](mailto:HR@tlscanada.com)

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

*Thomas, Large & Singer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

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### **About Thomas, Large & Singer Inc.**

Since 1912, Thomas, Large & Singer has been a preferred buy-sell distributor in the Consumer Packaged Goods industry for many Canadian and international clients. Over the past century, the company has developed expertise in all facets of the industry from national logistics and warehousing, to order-to-cash, trade promotional control solutions, broker management and sales agency of private label and industrial ingredient solutions.

To find out more, please go to our website [www.tlscanada.com](http://www.tlscanada.com)