



## **We are seeking an Accounts Receivable Specialist!**

### **The Opportunity:**

This is a local position working at our head office in **TaigaNova Industrial Park** in **Fort McMurray, AB**. The successful local candidate will be responsible for their transportation to/from the working location.

### **The Role:**

The Accounts Receivable Specialist will oversee the management and processing of incoming payments, ensuring billing accuracy, and fostering positive client relationships.

### **Accountabilities:**

- Record, post, and reconcile incoming payments, billings, and monitor accounts.
- Offer dedicated client support and ensure clear and effective communication for addressing general inquiries, issues, or concerns.
- Ensure timely billing, collection payments and following up with a client focused approach.
- Implement effective collection strategies to reduce overdue accounts.
- Collaborate with team to resolve AR issues and improve processes.
- Assess credit management of new clients and establish terms.
- Reconcile accounts to ensure accuracy and completeness of client billings, investigating any discrepancies.
- Review, resolve and monitor rejections in client billing system.
- Generate and analyze AR reports and trends.
- Provide regular updates on outstanding receivables.
- Provide weekly report of expected payments for cash forecasting and management purposes.
- Assist in month end and year end processes as it relates to revenue and work in progress accruals.
- Assist in external and internal reviews and audits.
- Ensure compliance with company, legislative, and industry regulations.
- Engage with teammates in a professional, friendly, and respectful manner.
- Cross-training and mentoring of Accounts Receivable Team to ensure coverage in the event of an absence.
- Perform any additional duties as required to ensure top client services are provided.

### **Requirements and Competencies:**

- Bachelor's degree in Accounting, Finance, or related field.
- Four (4) or more years in a similar role.
- Combinations of experience and education will be considered.
- Strong understanding of accounting principles and practices.

- Proficient in relevant software applications (e.g., ERP systems, Excel).
- Excellent communication and interpersonal skills.
- Detail-oriented with strong organizational and problem-solving abilities.
- Class five (5) Drivers Licence is preferred.
- Ability to access all client sites as required.

## Schedule:

- The schedule position is a **Monday to Friday** schedule.
  - 8:30am-4:30pm on Monday-Thursday, and 8:30am-2pm on Friday's.

## Salary:

- Competitive total compensation package including comprehensive benefits.

Interested candidates are invited to send a copy of their resume to: [HR@fmmgl.com](mailto:HR@fmmgl.com)

This position will remain open until a suitable candidate is found. We thank all applicants for their interest; however, only those who are eligible will be contacted.

## About Us:

*McKay Métis Contracting is part of the McKay Metis Group Ltd (MMG). MMG is the business arm of the McKay Métis Nation (MMN), a proud part of the community and seeking to embody their stakeholders' vision and values in all that they do.*

*Affiliates and partners specialize in services such as civil construction, security, rig moving, site amenities, industrial solutions, crane services, transportation, speciality and commodity, chemicals and more.*

*Profits generated by our business are reinvested in the community including the Fort McKay beautification program, community parks, affordable housing, post-secondary scholarships for community members, and ongoing investment in local infrastructure.*

*Want to know more about us? Visit: <https://www.mckaymetisgroup.com/>*