



## Accounts Receivable Administrator

### The Opportunity:

McKay Métis Group is seeking an AR Administrator for a 1-year term, maternity/parental leave coverage.

### The Role:

Reporting to the Chief Financial Officer, the Accounts Receivable Administrator is accountable for the following:

### Accountabilities:

- Maintain accurate customer accounts and files
- Respond to customer inquiries regarding billing, etc.
- Prepare and enter invoices into QuickBooks Enterprise and industry online invoicing systems.
- Handle internal inquiries related to accounts receivables
- Ensure accuracy of all files, reporting, and reconciliation in a timely manner
- Maintain an accurate electronic filing system
- Perform cash management duties, including the recording of EFT receipts, and cheques
- All other duties as required

### Requirements:

- Minimum of 2 years' experience in accounts receivable role
- Some post-secondary education in bookkeeping and/or accounting
- Previous experience with QuickBooks and CDMS considered an Asset
- Strong time management skills and the ability to multitask are required
- Intermediate to advanced skill level with Microsoft Word and Excel
- Great organizational skills with an excellent attention to detail required
- Able to work well both independently and in a team environment
- Excellent verbal and written communications skills. Communication methods used in this position include telephone, in-person, and e-mail

**Schedule:**

- Monday – Friday, 40 hours

**Salary:**

- Competitive compensation package

**About Us:**

Fort McKay Métis Contracting is part of the Fort McKay Metis Group Ltd (MMG). MMG is the business arm of the Fort McKay Métis Nation (FMMN), 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.

For more information, please visit: [www.mckaymetisgroup.com](http://www.mckaymetisgroup.com)