



CIVIL | STRUCTURAL | MECHANICAL | ELECTRICAL | INDUSTRIAL

Location: Winnipeg Capital Region, St. Andrews Airport district

Accounts Receivable Clerk

We are looking for an Accounts Receivable Clerk to support our accounting department. The successful candidate must have strong analytical, technological, communication and organizational skills. The Accounts Receivable Clerk is responsible for processing daily accounts receivable transactions and assisting with billings and collections activities.

The position is entirely onsite. DGH is a multidisciplinary consulting company, and in person engagement is necessary to accommodate the collaborative and fast paced environment.

RESPONSIBILITIES

- Perform Accounts Receivable and general accounting tasks.
- Perform administrative and clerical tasks, such as data entry, preparing invoices, preparing service offers, sending bill reminders, filing paperwork, and contacting clients to discuss their accounts.
- Complete customer accounts reconciliation accurately and in a timely manner.
- Provide excellent customer service. Ensure collection calls are completed on outstanding customer accounts, and issues are resolved with customers if and as they arise.
- Draft correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent account holders to request payment.
- Prepare reports regarding the current status of customer accounts as requested.
- Prepare, post, verify, and record payments and transactions related to accounts receivable.
- Maintain records regarding payments and account statuses.
- Obtain information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up-to-date.
- Assist in generating billing statements.
- Responding to internal and external account inquiries.

REQUIREMENTS

- Customer Service Experience – Any Field
- Comfort working independently as well as part of a collaborative team and company
- Strong communication skills and the ability to handle potential tense interactions with clients
- Demonstrated ability to multitask, maintain attention to detail and prioritize
- Technologically agile, adept in learning and integrating new applications and platforms
- Must possess a valid driver's license for a passenger vehicle

ABOUT US

DGH is 100 % Canadian owned by a group of dedicated employees who are committed to providing work that consistently achieves a level of excellence in meeting client needs.

Submit Resume:

hr@dghengineering.com

Please send resume in **PDF file format**. While we thank all applicants for their interest, only those selected for an interview will be contacted.

Why DGH? Find out at:

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www.dghengineering.com/careers/