



POSITION: Billing & Accounts Receivable Administrator - JJ

REPORTS TO: Assitant Controller

LOCATION: Brampton

WEB ADDRESS: www.renincorp.com

COMPANY BACKGROUND

Renin is an innovative manufacturer and distributor of closet doors and barn doors across North America. In the 1960s, Renin invented the sliding mirror closet door and that innovation legacy endures with the supply of well-designed and long-lasting products. The name Renin is the combination of words that describes the mindset and culture of the company.

With manufacturing and distribution centers located in Tupelo, Mississippi, and Brampton, Ontario, Renin distributes to retail customers such as Home Depot and Lowes as well as a long list of wholesale customers across North America.

Renin has transformed from a manufacturer of closet doors into a distributor of innovative doors and hardware. Our introduction of barn door and hardware has grown dramatically and we are now one of North America's leading suppliers of Barn Doors and hardware. It is our vision to be our customer's first choice for interior design solutions.

POSITION:

The Billing and A/R Administrator is responsible for improving cash flow and maintaining the aged accounts receivable aging to accurately reflect the company's accounts receivable balance. The position Billing & Accounts Receivable Administrator - JJ has no direct reports and reports directly to the Assistant Controller.

MAJOR RESPONSIBILITIES:

1. Contact customers to secure payment, follow up on overdue balances and resolve issues
2. Perform billing process as required (progress draws, holdback, wholesale invoicing etc)
3. Processing of daily cash receipts for Renin
4. Maintain detailed online documentation of collection action taken and correspondence between customer (external and internal)
5. Manage portfolio assigned to reduce DSO and past dues
6. Evaluate, recommend and document credit limits including research and review of customer profile(s)
7. Review and release blocked orders throughout the day
8. Follow up with various departments within the business to resolve customer issues relating to initial booking of orders, delivery of goods/services and fulfillment of projects.
9. Customer interface and point of contact relating to all inquiries - including follow-up of unresolved debit notes and invoicing disputes

10. Reconcile customer accounts using the NAV information and reports
11. Investigation and request appropriate adjustments
12. Establish and maintain effective working relationships with both internal and external customers
13. Provide initiative and ideas on the improvement of work processes
14. Recommend customers to legal or third party action
15. Manage the filling for Renin and JJ
16. Other projects as assigned

QUALIFICATIONS:

Formal Education: College Diploma or University Degree with focus on Accounting.

Communication Skills: The incumbent must possess good verbal and written skills in order to communicate with a wide range of people (vendors, managers and co-workers).

Length & Nature of Prior Experience: 1-2 years billing / accounts receivable experience

Additional Skills/Experience:

- Good organizational, time management and prioritizing skills.
- Good written and verbal communication skills.
- Hardworking and disciplined.
- Microsoft Dynamics NAV experience is an asset.
- Able to work efficiently as part of a small team as well as independently.
- Must be able to work under pressure and to tight deadlines
- Intermediate excel skills
- Some construction background is a plus but not necessary