

**Temp Full Time  
(Mat Leave)**



## **Accounts Receivable Clerk**

***Location: Coquitlam***

***1 Position Available***

***Competition #: LM00704***

Leavitt Machinery is one of North America's largest Dealers for Materials Handling and Aerial equipment. We sell, rent, lease, finance, service & supply parts for Caterpillar, Mitsubishi, Taylor and Manitou Forklifts as well as complementary product lines such as JLG Booms and Scissor Lifts. As an equal opportunity employer with 17 locations in B.C., Alberta and Washington State, Leavitt is a growing organization looking to add to its talented team. We offer an excellent benefit package.

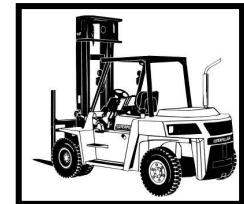
The AR Clerk will be responsible for processing credit applications, assisting customers with account reconciliation and invoice dispute resolution, preparing & posting bank deposits, initiating collection calls, assisting with the maintenance of the customer master files, mailing & emailing invoices / statements / correspondence and other general office duties as required.

The successful candidate will possess excellent communications skills, strong PC skills (Microsoft Office) and have an eye for detail. 3-5 years prior experience in a computerized A/R office environment is preferred. Candidates must possess a strong command of the English language. Prior working knowledge of Activant Silk accounting system would be an asset but not necessary.

If you are a results oriented team player who is well organized, and possess the skills required to succeed in this position, please fax or e-mail your resume in confidence to:



**Human Resources  
Fax: (604) 607-4455  
AR-resume@leavitt.ca**



It is our policy to contact only those candidates that we believe will be successful fit for our organization.

**CLOSING DATE: POSTING TO REMAIN OPEN UNTIL FURTHER NOTICE**

***"A proudly owned and operated Pacific Northwest Company"***