



EMPLOYMENT OPPORTUNITY

POSITION: BILLING OFFICE CLERK (Full Time Position with Benefits)		POSTING NO: 2019.0718.01
DEPARTMENT:	Accounting	
REPORTS TO:	Accounting Manager	
WORK LOCATION:	Dick's Lumber Corporate Office – Burnaby, BC	

Dick's Lumber Burnaby Corporate Office is looking for an organized, customer service focused and detail-oriented team player to join our team as a Billing Office Clerk.

ACCOUNTABILITIES:

- Coordinates and reviews daily invoicing runs, ensuring completion by outside service providers.
- Reviews and resolves problems related to the daily exception reports to
- Scans signed billing copies of proof of product deliveries for all branches into SXe
- Files and organizes the pick tickets for all branches on a daily basis.
- Assists the Cash Applicator with cash applications, organization, posting, price corrections and rebills
- Follows up effectively with all clients/customers in a prompt and courteous manner.
- Ensures the accuracy of all figures through conducting sorts, checks and counts.
- Researches cash transactions as required.
- Organizes and maintains up to date records.
- Coordinates with Pricing and the branches on billing matters.
- Performs other job-related duties as required.

QUALIFICATIONS:

- Minimum of one (1) year billing experience.
- Basic computer skills and strong mathematical skills.
- Ability with operating a 10-key calculator for a variety of accounting functions.
- Fluent in English (spoken and written) with excellent listening, communication and interpersonal skills.
- Ability to multi-task, prioritize and work efficiently with minimal supervision.
- Professional, courteous and punctual with a focus on customer service.
- Manual dexterity and excellent hand/eye coordination.
- Must have a positive attitude and be a team player.
- Ability to perform at high levels in a fast paced and ever-changing work environment.
- Experience and knowledge in this or a related industry is an asset.
- Some experience with automated accounting systems is an asset.

POSTED ON:	2019-07-18
APPLICATION DEADLINE:	2019-07-23

If you are interested in the position, please submit a copy of your resume and cover letter via e-mail to jobs@dickslumber.com quoting "2019.0718.01 – Billing" in the subject line of the email.

****Internal Applicants: please advise your supervisor that you have applied for this posting****