

Accounts Receivable (AR) Assistant, Finance Department

SB Partners LLP is a full-service Chartered Professional Public Accounting firm located in Burlington, Ontario. For over 45 years, SB Partners has served a diverse set of clients and is one of the leading independent CPA firms in the GTA. Our primary client base is entrepreneurial, owner-managed businesses, high net-wealth, corporate subsidiaries and not-for-profit organizations.

Enjoy the rewards and possibilities of working with a team of dedicated, values-driven colleagues who support you and celebrate your accomplishments. Your role will be integral in making a difference in the lives of the team and clients, along with creating a positive impact in the community.

The Finance group at SB Partners LLP is expanding. We are seeking a dynamic, smart, and service-oriented Accounts Receivable (AR) Assistant to join our team on a part-time basis (twenty hours/week). Please contact Farah Zafar, Director, Human Resources at fzafar@sbpartners.ca if you are interested in this position.

Purpose of the Position

As an Accounts Receivable Assistant, you will focus on leveraging your communication and administrative skills in supporting the Finance Department to help facilitate the efficient operation of ARs. The role will involve developing and maintaining outstanding relationships, ensuring the “Ultimate Client Experience” is provided, and showcasing your organizational and leadership qualities.

Key Responsibilities & Duties

- Performing daily collection calls
- Analyzing client accounts payment history
- Reconciling financial discrepancies
- Interacting and liaising with clients in resolving outstanding payment issues
- Coordinating payment plans with clients
- Posting account numbers on incoming cheques
- Sending credit card requests and following up with clients



- Communicating effectively with internal team and external clients regarding information requests and actions required
- Preparing and maintaining various reports
- General administrative duties including photocopying, scanning and mailing
- Assistance to other team members, as required
- Providing assistance during periods of team member vacations, illnesses and other absenteeism
- Protecting firm's value by maintaining confidentiality
- Adhering to the firm's Mission, Vision and Values philosophy
- Additional duties, as assigned

Academic Qualifications

- College diploma or University degree preferred

Work Experience and Skills

- Public professional accounting firm experience preferred
- Experience in ARs and collections preferred and considered an asset
- Proficient in MS Office computer programs (Word, Excel, Outlook)
- Strong time management skills, the ability to prioritize workload and the flexibility to manage multiple tasks in a fast-paced environment
- Excellent communication (oral and written) and interpersonal skills
- Highly organized with strong attention to detail
- Professionalism, strong work ethic and the ability to work in an environment requiring discretion and confidentiality

SB Partners LLP is an inclusive employer dedicated to building a diverse workforce. We encourage applications from all qualified candidates and will accommodate applicants' needs under the respective provincial human rights codes throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation will be addressed confidentially.

We thank all applicants in advance for their interest, however, only those candidates selected for an interview will be contacted.