

Accounts Receivable and Billing Associate at Isherwood Geotechnical Engineers

The Person We Are Looking For

You are an enthusiastic team player who enjoys focused work in accounting and billing. You have excellent communication skills – both verbal and written are essential. You have strong organizational and time management skills and can meet and exceed scheduled deadlines. You are analytical, thorough, and detailed in your work and at the same time have the self-awareness to understand your limitations and know how to ask for and accept support when needed.

You are able to jump in and eager to learn and participate fully in a unique company culture. We are a small company and each player on our team makes a huge impact to the whole. You are down to earth and easy to be around with a sense of professionalism and also a good sense of fun. We rely on people who want to help us improve our business, to find innovative solutions to problems, and to refine our services. It is not a top-down kind of place with corner offices and hierarchy; we are small group with an emphasis on teamwork and education, who love the challenge of what we do and are striving to do it with excellence and expertise.

Requirements:

- Background and experience in field of Accounts Receivable, Billing and/or Finance
- Capable in using Microsoft Word, Excel, and other standard office software
- Excellent communication skills
- Listening and an openness to learning
- Self-motivated with attention to detail

Some Practical Responsibilities of the job include:

- **Accounts Receivable (AR):**
 - Post daily cheque and EFT payments
 - Prepare and make deposits at bank
 - Send monthly statements to clients
 - Follow up on outstanding payments
 - Involve management in collections as needed
 - Prepare weekly and monthly AR reports
 - Develop and maintain AR relationships with clients
 - Prepare year end doubtful accounts
- **Billing:**
 - Prepare billing information and draft invoices
 - Issue and post approved invoices
 - Send out invoices as needed

- Correct invoices (address changes, name changes, billing disputes)
- Credit card reconciliation
- Post sub-contract invoices

What We Offer:

- Competitive salary commensurate with experience
- 3 weeks starting vacation, plus 1-2 weeks Christmas break
- Health, Life, and Accidental Death & Dismemberment insurance
- Health Care Spending Account or cash top-up

The Company

Isherwood specializes in geotechnical engineering for new and restoration projects in Toronto, Vancouver, and throughout Canada. Formed in 1972 by Brian Isherwood, Isherwood provides superior value to our clients, rooted in a heavy focus on personalized service, constructability, and high-quality field review. We are a collegial organization with little hierarchy and have a unique culture that sees people first and allows for open and honest communication.

The Team

Since 1972, Isherwood has grown to a staff of over fifty people including professional engineers, EITs, project managers, a geologist, field technicians, CAD technicians, as well as business, legal, safety, and support personnel. Our employees are passionate about what they do and are dedicated to providing clients with top-tier service by contributing expertise from a variety of backgrounds, and by cultivating a teamwork-focused, hands-on approach to solving problems.

“For me, Isherwood Geotechnical Engineers represents a workplace respectful of people with diverse beliefs, opinions and cultures, a workplace flexible to employees’ needs, a workplace which stresses the values of family, and fosters relationships between colleagues, clients and the public at large.”

- Nadir Ansari, CEO

The Location

3100 Ridgeway Drive, Unit 3, Mississauga, ON

How to Apply

When considering new hires, our priority is to find out if we are a good fit. *Good fit* means we see a match in terms of need and passions from both sides. Please tell us more about yourself by visiting our website isherwood.to/careers and filling out our application form. We appreciate your time and effort and are excited to get to know you.