

Position Title:**Billing Co-Ordinator, Winnipeg Head Office**

The Company: Bison Fire Protection Inc., through its fire extinguisher/automatic suppression, automatic sprinkler and alarm divisions, delivers a full offering of superior-quality fire protection products and services to a broad range of organizations via its branches in Saskatchewan, Manitoba and Northwestern Ontario. Our professional, highly trained staff have the capacity to ensure our customers have a complete and fully functional fire protection system that will ensure a smooth and continuous flow of business.

Position Summary

This role is responsible for coordinating all aspects of billing, including processing of customer invoices, identifying and resolving invoicing discrepancies, issue customer credit notes when required and other account receivable functions in a timely and efficient manner. This role works closely with the Managers/Supervisors, Sales Team Members, Service Co-Ordinators and Inventory & Purchasing Co-Ordinator roles as it relates to customer invoicing for completed sales and service orders.

Responsibilities:

- Develop in-depth knowledge of the billing processes in place and systems used to generate invoices
- Assess and recommend billing process improvements to Sales, Operations and Finance which maximizes our capability of getting a bill out the door as fast as possible
- Setup and maintain billing files and documents to support invoices
- Processing and management of customer daily invoicing based on completed work or sales orders or progress billing accounts for major installation projects
- Understand the commercial and billing terms of a contract to ensure efficient delivery of invoices to the customer
- Learn and accommodate the billing preferences/requirements of customers to facilitate prompt payment
- Actively identify and resolve work order/ invoice discrepancies/concerns in collaboration with team members
- Obtain confirmation of signed estimate, purchase order or other form of customer approval
- Ensure appropriate application of GST, PST and HST
- Participate in weekly billing meetings
- Preparing and maintaining all documentation related to large installation projects, including statutory declarations
- Monitor open work orders and work with Service Coordinators to ensure all completed work orders are being properly updated and invoiced
- Conduct billing reconciliations and summary reports for operations and management as required.
- Issue customer credit notes when required; obtain appropriate authorizations and update invoice change tracker
- Coordinate and participate in preparation of monthly customer statements mailer
- Handle various clerical duties such as data entry, filing, and obtaining and organizing supporting documentation.
- Train staff on billing procedures
- Provide active support to the Reception Administrator for billing and payment application when required
- Provide support and absence relief for Reception Administrator with respect to answering phones and directing calls/responding to questions.
- Perform various accounting functions and duties as directed by the Business Services Manager
- Perform physical inventory count duties as part of the team on a semi-annual or more frequent basis as directed
- Perform special projects as directed

Knowledge, Skills and Education Requirement

- Minimum education requirement: Grade 12 graduate; additional formal training and/or equivalent experience in accounting skills, software, business and financial processes is required
- Minimum of 2-3 years accounting, high-volume billing and accounts receivable experience is expected
- Must have experience preparing and tracking progress billings, and be familiar with construction billing protocols
- Must have understanding of MB, SK, ON Tax regulations
- Must be detail oriented and focused on accuracy for accounting activities
- Must have proficient computer skills in Microsoft Office software
- Must be willing to learn new software programs and processes as required
- Must be able to maintain an effective level of self-motivation and be goal oriented
- Must have ability to work effectively with minimal direction or supervision
- Must be an effective problem solver with good organization and time management skills
- Must present a professional image, attitude & behaviours at all times when dealing with customers and other service providers as well as fellow staff members
- Must have effective verbal and written communication
- Must demonstrate effective people skills and positive team player attitude

We offer competitive compensation and an excellent benefits package. Please submit resume in confidence to: turner@bisonfire.com, by June 26, 2017. Due to the high volume of resumes received only the most qualified candidates will be contacted. We thank all applicants for their interest.