

# Synergy Medical

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## Accounts Receivable Technician

### Description

In this role, you will have full responsibility for managing the accounts receivable accounting cycle. Reporting to the Director of Finance, you will have the following tasks, but not limited to:

### Responsibilities

- Prepare and process invoices.
- Process cash receipts.
- Analyze customer deductions.
- Follow up on customer contracts and commissions.
- Analyze the accounts according to the terms of payment and start the recovery procedure.
- Interact with the different sectors of the company.
- Participate at the end of the month.
- All other related accounting tasks.

### Qualifications

- DEP or DEC in accounting.
- Minimum 5 years of experience in a similar role.
- Very good command of Excel.
- Ability to manage multiple priorities, good organizational skills and attention to detail.
- Excellent communication skills in French and English.

### Job Benefits

- A growing and constantly evolving work environment
- Career development opportunities
- An employer contribution to the RRSP
- Group insurance and access to telemedicine
- Health and wellness program

### Hiring organization

Synergy Medical

### Employment Type

Full-time

### Job Location

Longueuil, Québec

### Date posted

October 26, 2021