



Accounts Receivable Clerk

Role Overview

We are looking for a detail-oriented **Accounts Receivable Clerk** to help keep customer accounts accurate and payments on track. Working in a manufacturing environment, you will collaborate with our accounting team, project managers, and sales department. Your primary focus will be accounts receivable, with support for accounts payable and payroll as needed.

What You'll Do

- Prepare and process customer invoices and incoming payments.
- Verify, post, and record daily accounts receivable transactions and bank deposits.
- Reconcile the accounts receivable ledger, investigate discrepancies, and resolve customer billing issues.
- Send customer statements and follow up on outstanding invoices.
- Prepare accounts receivable aging reports to track overdue balances.
- Work with sales and project teams to ensure job work orders reflect contract requirements and their status is tracked.
- Assist with accounts payable and payroll as needed.

What You Bring

- A post-secondary diploma in accounting and at least three years of relevant experience, preferably in a manufacturing environment.
- A solid understanding of accounting principles and the ability to calculate, post, and maintain accurate financial records.
- Proficiency in Microsoft Office, including Excel, Word, and Access.
- Experience with Business Central 365.
- Strong organizational skills, attention to detail, and a high level of accuracy.
- The ability to work collaboratively with the accounting team, project managers, and sales department in a fast-paced environment.

About Us

TS Manufacturing is a Canadian, family-owned business located in the scenic City of Kawartha Lakes. Our team uses modern technology to serve customers around the world and continually improve how we work. Join our experienced, multi-generational team and enjoy a rural lifestyle while contributing to a business with global reach.

Applicants are encouraged to view our website, www.tsman.com as well as our YouTube channel <http://www.youtube.com/user/tsmanufacturing>.

Why Work With Us?

At TS Manufacturing, you're not just a number — you're part of the team. We offer:

- A collaborative and rewarding team environment.
- Competitive hourly pay of \$22.00 to \$26.00 per hour.
- A company-sponsored pension plan.
- Health and dental benefits.
- The opportunity to live and work in the heart of the Kawarthas.

Apply Today

Submit your resume and cover letter to Careers@TSman.com

TS Manufacturing is committed to providing an inclusive and accessible workplace. Accommodations are available upon request throughout the hiring process.

Use of AI in recruitment: We use artificial intelligence (AI) tools to assist with screening and assessing resumes. All hiring decisions are made by our hiring team.