



A little bit about us

Virox® Technologies Inc. is a leading research and manufacturing company, dedicated to arming the entire spectrum of global markets with state-of-the-art, patented, Accelerated Hydrogen Peroxide® (AHP) disinfectant technology.

We are currently on the lookout for an **Accounts Receivable Coordinator** that shares our passion for biosecurity, infection prevention, safety, sustainability, service, and education. If you're a self-starter that values teamwork, is hungry for challenges, and finds the fight against pathogens fascinating, keep reading. This could be a great partnership for both of us.

The Accounts Receivable Coordinator

The Accounts Receivable Coordinator is responsible for providing support to the finance team in all aspects of accounting in accordance with Generally Accepted Accounting Principles (GAAP).

A day in the life of the Accounts Receivable Coordinator at Virox will include...

- Ensuring Accounts Receivable invoices are created, reviewed and posted into Great Plains daily.
- Ensuring Accounts Receivable sub-ledgers and journal entries balance on a monthly basis.
- Initiating and completing the new customer setup process.
- Completing the inventory reconciliation process and journal entries as required.
- Performing daily sales invoicing and emailing invoices and statements to customers.
- Completing aging reports, on a weekly basis and days-outstanding calculations, on a monthly basis.
- Following up with customers for payment as needed.
- Completing and reviewing standard operating procedures (SOPs).
- Creating and monitoring Purchase Orders (P.Os).
- Expense reports entering, auditing, corporate credit card expense and entering.
- Accounts Payable back up as required.
- Filing and general administrative tasks, as needed.
- Other projects and tasks, as assigned.

What you need, to succeed...

- A College diploma or Bachelor's Degree with a major in Accounting, is considered an asset.
- 1-3 years of progressive experience in a similar or related role; co-operative learning experience will also be considered.
- Experience using Great Plains for accounting, is considered an asset; strong Microsoft excel skills are a must.
- Effective verbal and written communication skills;
- Ability to maintain confidentiality, analyze data, problem solve and work within tight deadlines;
- Strong attention to detail, numeracy, accuracy, organizational and teamwork skills.
- Ability to work longer hours during peak periods.

What's in it for you?

- A chance to be a part of a team that is actively contributing in the fight against Covid-19 and other threats to biosecurity, through education and awareness.
- An opportunity to experience something deliberately different, while continuing to grow, develop and learn new things.

Want to join our Team?

If so, then tell us a little bit about what makes you deliberately different, by forwarding your resume to: jobs@virox.com by noon on January 22, 2021.

Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance. We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.