



JOB POSTING

POSITION: Accounts Receivable Supervisor
STATUS: Temporary – 14-Month Contract
LOCATION: Kohl & Frisch Limited (Concord, ON)
REPORTS TO: National Credit Manager
DEPARTMENT: Accounts Receivable

Primary Role of This Position

Reporting directly to the National Credit Manager, this strategic role is the primary Accounts Receivable (A/R) contact for a Kohl & Frisch key customer account's management, operational and finance team(s). The A/R Supervisor is responsible for supervising and administering the overall deductions management process and effecting collections of all balances due for the key customer account. This role is also responsible for some finance duties including balance sheet reconciliation, the management of pre-authorized debits, cash flow forecasting, and daily cash flow reporting and credit card transaction reconciliation.

Major Responsibilities

- + Supervises A/R administrative support staff, supplying guidance to ensure efficient and effective cash-application and deduction management. Reviews and delegates administrative work as required.
- + Responsible for the expedient identification, investigation reconciliation, erroneous deduction identification, and resolution of deductions and claims for the key customer account
- + Oversees the preparation of the pre-authorized payment and credit card payments processes including reviewing uploads
- + Provides Senior Management with high-level detailed/custom reporting and analysis relative to deduction and claim related matters that may have an impact on the overall cash-flow and profitability of Kohl & Frisch (K&F)
- + Completes daily cash flow forecasting, prepares and distributes cash flow report
- + Liaises with account contacts to address queries and to expediently resolve any issues preventing payback of invalid deductions, providing them with extremely detailed and accurate reporting to validate deduction reversal
- + Provides guidance to K&F Customer Service and OTC/Rx Returns departments, to avoid invalid credits being issued
- + Account management for other major customer accounts across Canada, to send overdue invoices on a weekly basis and follow up of same
- + Formulary programs current state: invoice preparation, A/R balance aging, communication with Director, Retail Pharmacy Services, and balance sheet reconciliation
- + Reconciles accounts and completes reconciliation reports
- + Prepares EDI overdue invoices and short payment reports
- + Prepares Non-EDI overdue invoices and short payments reports for submission to key customer's portal
- + Responsible for weekly and monthly key customer account reporting
- + Generates special reports for some customers twice per month and distributes to customer, allocates payments where applicable
- + Prepares and conducts annual performance appraisal process
- + Occasional back-up for some banking duties which include:

- Balancing Accounts Receivable to Bank
- Processing A/P EFTs on the financial institution website
- Balancing Accounts Payable Transaction Type to Bank
- Approving and releasing A/R refund on financial institution

Education and Experience

- + Community college education or higher, with a background in accounting and/or finance, i.e., 3rd Year CGA, or equivalent experience
- + Ability to supervise staff, review and prioritize work, delegating matters where applicable
- + 3 to 5 years of experience in a related environment
- + Prior experience with Extranet would be an asset
- + Prior experience with EDI

Qualifications

- + Must be extremely accurate and extremely detail oriented, as this position has responsibility of reviewing, reconciling, and analyzing hundreds of key customer account transactions and deductions
- + Extremely high proficiency in MS Excel and Data Analysis
- + Must possess excellent initiative, organizational, reconciliation and analytical skills
- + Must have strong interpersonal skills with the ability to communicate and develop a high level of confidence and trust with critical contacts within strategic and politically sensitive accounts
- + Must be able to work autonomously and have effective and persuasive collection and negotiation skills
- + Strong customer service skills, with the ability to placate customers
- + Confidence and tact in dealing with Senior Management, Sales, and key customer head office contacts
- + Strong written and verbal communication skills
- + Conscientious and results oriented, with a positive attitude and the ability to work well under pressure and within deadlines

How to Apply

If you are interested in applying, please submit a cover letter and a résumé to:
graham@grahambrownconsulting.com.

Please ensure you specify the job title, **Accounts Receivable Supervisor**, in the subject line of your email.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.