



POSITION: Bilingual Accounts Receivable Representative
STATUS: Permanent Full Time
LOCATION: Kohl & Frisch Limited
REPORTS TO: Credit and Collections Supervisor
DEPARTMENT: Finance

About Us

Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family-owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

About the Role

The Bilingual Accounts Receivable Representative will assist Kohl & Frisch's Accounts Receivable department with all accounts receivable related functions including collections from customers, handling questions or complaints; investigating and resolving discrepancies, establishing good relationships with customers, updating account status and database as required, alert supervisor when customers are unable to pay statement balances and outstanding amounts in a timely and efficient manner and assist with other department duties.

What Will You Do?

- + Assist with the processing of drop shipment invoices and credit notes
- + Assist with the processing of manual invoices and credit notes
- + Prepare weekly statements and monthly reports for assigned accounts
- + Manage and provide required documents to fulfil auditor requests
- + Reconcile customer accounts, resolving any discrepancies
- + Investigate and resolve billing discrepancies
- + Assist with collections of outstanding accounts and responding to customer inquiries
- + Process incoming payments, posting and allocation of electronic payments
- + Collaborate with other departments to review status of accounts and confirm good standing to qualify to participate in internal marketing promotions
- + Manage and prepare various reports for various departments
- + Other duties as required

What You Bring

- + A college diploma would be preferred
- + Must have 2+ years of collection experience in a high-volume Accounts Receivable department + Fluency in French and English is mandatory with good speaking and business writing skills in both languages

- + Strong desire to work in a fast-paced, high-volume environment
- + Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records
- + Knowledge of AS/400 and Microsoft Dynamics 365 is an asset
- + Proficient MS Office, Excel and Word skills
- + Exceptional organizational and time management skills
- + Awareness of how to handle irate customers
- + Strong negotiation skills is an asset

What's In It For You?

This position offers a salary of \$48,000 - \$55,000. The final salary offered to the selected candidate will be determined by factors including location, relevant experience, skill level and education.

How to Apply

If you are interested in applying, please submit a résumé and any other relevant documentation to: recruitment@kohlandfrisch.com.

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

As part of our recruitment process we may use AI for initial screening and assisting in evaluating candidate qualifications. All final hiring decisions will be made by our recruitment team.

Kohl & Frisch would like to thank all applicants for their interest. All applicants who received interviews will receive an update on their application status within 45 days of applying. We value your interest in joining our team and strive to provide a timely, transparent hiring experience.

Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.