



JOB POSTING

POSITION: Payment Processing Associate
STATUS: Full Time Permanent
LOCATION: Kohl & Frisch Limited (Concord, ON)
REPORTS TO: Team Lead, Cash Processing Specialist
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 Payment Processing Clerk is responsible for accurate, timely, and efficient processing, application, and reconciliation of all incoming customer payments. This role ensures that cash receipts from various channels—including EFT, wires, credit cards, and pre-authorized payments (PAP) are posted & settled precisely to customer accounts in the ERP system.

What Will You Do?

- + Process all EFT, PAD & Credit card payments
- + Prepare daily report with incoming electronic payments
- + Investigate and resolve unapplied, short-paid, or overpaid cash receipts
- + Process miscellaneous invoices and credit notes
- + Manage & update all customers' payment methods in the system
- + File all incoming payment remittances in M-files including electronic documentation for all posted cash receipts to satisfy internal controls and external audit requests.
- + Investigate and resolve billing discrepancies
- + Assist with collections of outstanding accounts and respond to customer inquiries as required
- + Other duties as required

What You Bring

- + A college diploma in business, accounting or equivalent
- + 2+ years of cash processing experience in a high-volume Accounts Receivable department
- + Proficient in Microsoft Office, with advanced skills in Excel
- + Experience with ERP Systems (Dynamics 365 Finance & Operations is highly preferred)
- + Works independently, takes initiative and is proactive
- + Excellent verbal and written communication skills

- + Strong desire to work in a fast-paced, high-volume environment
- + Demonstrates ability to accurately calculate, post, correct, and manage accounting figures and financial records

What's in it for you?

This position offers a salary range of \$45,000 – \$55,000. 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 cover letter and a résumé to:
recruitment@kohlandfrisch.com.

Please ensure you specify the job title, Payment Processing Associate 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.