



TURF CARE
Helping your business grow.



Accounts Receivable Clerk

About Us

Join Turf Care and discover an engaging work culture, with an award-winning organization where you can learn and grow to your full potential.

Turf Care's foundation and success has been built on strong relationships and the talent, knowledge, and quality of our team. We are committed to the support and growth of our employees and fostering a culture that offers challenging, stimulating and rewarding opportunities.

For almost fifty years, Turf Care Products Canada, a privately owned Company, has been the leading distributor of best-in-class equipment, irrigation products and service to golf courses, municipalities, and landscapers. Turf Care is proud to have been named one of **Canada's Best Managed Companies** for four consecutive years, becoming a **Gold Standard Winner**. For more information on who we are and what we do please visit our website: www.turfcare.ca

About the Opportunity

We are seeking an Accounts Receivable Clerk to join our Finance team in a full-time role at our Head Office in Newmarket, conveniently located near 404 & Davis Dr.

Our competitive compensation package includes bonus earning opportunities, 100% employer-paid health and dental premiums, a matching group RRSP plan, opportunities for advancement, and a range of additional company-provided benefits.

If you enjoy interacting with people and like to be part of an environment that provides continuous learning and growth this may be the opportunity for you

Responsibilities include:

- Application of payments
- Bank deposits and balancing
- Daily cash balancing reconciliation
- Customer account reconciliations
- Client correspondence regarding their account
- New accounts process (application/reference requests/account setup)
- Update and maintain customer master
- Investigate and resolve account details/discrepancies and billing issues
- Generate daily, weekly and monthly reports
- Maintain accounts receivable files and records
- Perform other accounting duties as required

Skills

- Effective interpersonal, communication skills and problem-solving skills
- Excellent organizational skills with a high attention to detail
- Ability to work both independently and within a team
- Self-Starter



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**BEST
MANAGED
COMPANIES**

- Results driven; known for working well in a fast-paced, high volume and deadline-oriented environment
- Easily adaptable to changing priorities and schedules
- Ability to prioritize and manage expectations
- Strong computer skills/aptitude

Qualifications

- Minimum 3 years related experience with a medium sized company
- Worked within an ERP system.
- Knowledge of general accounting practices
- Microsoft Excel and Office proficiency required
- French speaking considered an asset

Turf Care Products Canada Limited is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Turf Care Products Canada Limited will make accommodations available to applicants with disabilities upon request during the recruitment process.