



TURF CARE
Helping your business grow.



Bilingual Credit & Collections Clerk

About Us

Join the Turf Care family 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 more than forty-five years, Turf Care Products Canada, a privately owned Company, has been a 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** in 2021, 2022 and again in 2023. For more information on who we are and what we do please visit our website: www.turfcare.ca

About the Opportunity

We are seeking a **Bilingual Credit & Collections Clerk** to join our Finance team. This is a full-time position based out of our Head Office in Newmarket (conveniently located at 404 & Davis Dr.)

We offer a stable year-round position, competitive compensation package, including bonus earning opportunities, 100% employer paid health and dental premiums, matching group RRSP plan, advancement opportunities, along with many other Company provided benefits.

Responsibilities include:

- Collection of commercial accounts (Ontario & Quebec); irrigation & dealers (Quebec)
- Security registrations on commercial sales
- Reconciliations
- Monthly and Year End reporting
- Order releases
- Special projects as required

Skills

- Excellent organization skills with a high attention to detail
- Ability to multitask in high pressure environment with minimal supervision
- Effective interpersonal, communication and problem solving skills
- Team player with strong initiative and positive outlook
- Results driven; known for working well in fast paced environment
- Easily adaptable to changing priorities and schedules

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.
- Fluent in French and English (verbal and written)

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.