



## Credit and Collections Specialist – Calgary, AB

Certarus Ltd (“Certarus”), a leader in the delivery of natural gas fuel, has an opening for a Credit and Collections Specialist to join their Calgary team. Certarus is a private company with a focus on operations in the USA and Western Canada. From sourcing and compression to transportation, delivery and decompression, our company provides logistics and monitoring of our end-to-end compressed natural gas (CNG) solution. For more info, check out <http://www.certarus.com>

### Summary:

The Credit and Collections Specialist will work directly with external clients and internal staff on all credit and collection matters critical to the company’s financial success. Cash collection is a fundamental business requirement and as such, the candidate will be responsible for reaching a variety of target KPI’s, including reducing the company’s overall DSO, while maintaining customer relationships. This role is a hands-on position and will be filled with a candidate who has a strong work ethic and has the drive to succeed. This position will appeal to an individual that would like to play a key role in the growth of an emerging fuel supply service company and who loves to juggle a variety of tasks in a fast paced, high energy environment. The position is based in the Calgary corporate office.

### Responsibilities:

- Analyze aging AR subledger and follow up with customers to resolve outstanding payment balances. Candidate will be required to problem solve and resolve discrepancies directly with the customer, looping the internal staff in when required.
- Prepare aging customer reports and spearhead weekly collection update meetings with the management and sales teams
- Provide weekly cash receipt forecasts based on AR collections investigations
- Initiate credit checks and process credit applications for potential and new customers. Recommend credit limits and perform annual review and adjust credit limits accordingly
- Communicate directly with customers on remittance details and company information requests
- Develop standardized client profiles that include AR submission details and overall billing requirements for invoicing generation and submission. Ensure invoices comply with customer requirements prior to delivery to the customer. Build relationships with our customers payment groups to ensure that Certarus understands the existing payment process and is made aware of changes as they occur.
- Coordinate and submit invoices for field approval and payment via mail, email or third-party customer systems (ADP, Cortex, Ariba, etc)
- Deposit and post Cash receipts against outstanding balances. Investigate payment discrepancies
- Calculate or prepare monthly KPI’s and/or ad hoc reporting critical for monitoring financial performance – the ideal candidate has a passion for measuring KPIs and working to improve them

### Requirements:

- 3-5 years’ experience in a similar accounting role
- Ability to prioritize and multi task in a fast-paced environment
- Ability to manage a high volume of transactions
- Detail orientated and takes initiative
- Strong analytical and critical thinking skills
- Excellent communication skills, interpersonal skills, and an ability to interact with employees at all levels of the organization
- Has a track record for process innovation
- Must be a self-starter and team player
- Is adaptable and conformable with ambiguity and change
- Proficient with Microsoft Excel
- University education is considered an asset

Interested candidates can send a resume to [careers@certarus.com](mailto:careers@certarus.com).