

ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 28,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

- *Are you a numbers person? Do you take pride in your data entry speed and accuracy?*
- *Do you want to work with a dedicated team of professionals? If so, come join the movement. You're in Good Company at ACTRA.*

ACTRA National is seeking a full-time: Receivables Coordinator - National

Position Scope:

To provide accounts receivable, record keeping, and other financial services to ACTRA National, ACTRA PRS/RACS and Regional Branches. To process transactions and maintain records for accounts receivable. To perform month end, administrative and support duties as needed

Responsibilities:

Duties include but are not limited to:

- Prepare and process A/R journal entries.
- Prepare account reconciliations.
- Collect and analyse account data and prepare A/R reports.
- Manage accounts receivable.
- Maintain accurate accounts receivables filing system to support financial records.
- Prepare and distribute invoices with related back-up.
- Follow-up, collect, and allocate all payments.
- Investigate and resolve A/R discrepancies.
- Prepare bank deposits.
- Communicate internally and externally for accounts receivable related matters.
- Maintain accurate records and confidentiality of organizational information.
- Perform back-up duties as needed.
- Other duties as assigned within the scope of the position.

Qualifications:

- A two-year business program diploma, or equivalent experience with training in clerical, accounting, and office practices, as well as a strong knowledge of computerized accounting system, and Microsoft Excel.
- Two years of directly related experience.

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- Organizational skills, problem solving, and attention to detail with the ability to exercise judgement and maintain confidentiality are required.
- The ability to work independently, and as part of a team, and strong customer service skills are required

Note: This is an in-office based position located in downtown Toronto.

Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca **quoting '2022-17 Receivables Coordinator' in the email subject line.**

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and LGBTQ2+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA') we provide the accommodations necessary to ensure full participation in our recruitment processes. If you require an accommodation during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.