



**JOB TITLE:** AR Associate  
**DEPARTMENT:** Finance  
**REPORTING TO:** AR Supervisor

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Welcome to the unexpected delight of plant-based exploration! We're the creators of a revolutionary cheese alternative that tastes, shreds, melts and stretches like traditional cheese. Today, as plant-based food grows in popularity, that spirit of innovation continues to inspire our team.

We believe in pioneering plant-based breakthroughs that delight people and planet. Our portfolio of great tasting foods provide an opportunity for everyone to gather around the table, whether you have food allergies, are flexitarian, vegan, vegetarian, or just plant-based curious!

We're one big family of food-loving Daiyans, and we're always on the lookout for people who share our passion, our vision, and our ability to make each other smile.

#### **SUMMARY**

Our Accounts Receivable (AR) Associate reports to AR Supervisor and supports by ensuring that the Company receives payments for goods and services according to established Company payment terms and correctly records the transactions, secure revenue by verifying and posting receipts and resolving discrepancies.

#### **DUTIES AND RESPONSIBILITIES**

- Issue invoices and credit notes, and prepares bank deposits.
- Record payments received and internal credits or adjustments.
- Maintain records by filing invoices, debits and credits.
- Process month end duties timely and accurately, including AR accruals,
- Research, validate and post customer deductions in compliance with company policies and procedures.
- Investigate and resolve invalid/unauthorized payment deductions by customers.
- Makes recommendations to improve quality of deductions clearing process and tracking status of deductions; repays accurately.
- Contact overdue accounts to secure payment and follow up on collection calls.
- Respond to customer inquiries and reconcile accounts efficiently.
- Run and analyze various reports, including sales reports.
- Other special projects and duties as required.

#### **Provides backup/support in the following areas:**

- Performs credit checks for new customers, and reports findings to AR Supervisor /Controller
- Gather documentation required for deductions processing.
- Assist with auditing and trade spending analysis as required.
- Assist in the quarterly and annual audit requirements.
- Accurately reconcile deductions in trade promotion management system



- AR balances reconciliations and resolve payment discrepancies.
- Resolve collections by examining customer payment plans, payment history and credit balance.

#### **EDUCATION AND EXPERIENCE**

- Undergraduate diploma or degree in Accounting/Finance (or demonstrable equivalent experience).
- 3-4 years of experience as an AR Coordinator, specifically processing full cycle AR
- Experience in a Food Manufacturing environment is a huge plus
- Experience with ERP systems (preferably Syspro) and company/retail portals
- Solid understanding of basic accounting principles and collections regulations

#### **RELATED SKILLS, KNOWLEDGE AND ABILITIES**

- Experience performing AR functions with an understanding of accounting and maintaining general ledgers.
- Attention to detail and ability to maintain a high level of accuracy in preparing and entering financial information.
- Able to handle high volume and multiple projects in a fast-paced environment with tight deadlines.
- Extremely well organized and detail-oriented.
- Able to interact and communicate effectively with customers, inter-company departments, company management and third-party service providers.
- Strong willingness to learn and “can-do” attitude
- Excellent working knowledge of Microsoft applications including strong Excel skills, Outlook, Word, etc.

#### **BENEFITS**

- Competitive compensation
- Extended Health benefits fully paid by Daiya for your family
- 3 weeks’ vacation
- RRSP matching your retirement contributions
- Annual personal health and wellness fund
- Fun and creative environment
- Inspiring and innovative work
- Smart and passionate teams
- Making people and the planet a healthier place

#### **HOW TO APPLY**

Please submit your application to [careers@daiyafoods.com](mailto:careers@daiyafoods.com) with “**AR Associate**” on the subject line.