



**VALUE  
CREATOR**



**UNI-SELECT®**

Transform challenges  
into possibilities

**Our vision :**

To grow Uni-Select into one of North America's leading automotive organizations.

**Our mission :**

Develop the best distribution methods for spare parts, tools, equipment and accessories for motorized vehicles.

**POSITION OPENING**

**DIVISION:** Moncton  
**TITLE OF POSITION:** Accounts Receivable Clerk  
**IMMEDIAT SUPERVISOR :** Administrative Manager

*The position is located in MONCTON. Reporting to the Administrative Manager, the Accounts Receivable Clerk is responsible for all accounts receivable and related administrative functions. The position is responsible for collection of the company's outstanding accounts and answers general inquiries on the company's policies and procedures.*

**FONCTIONS:**

- Answers calls from customers relating to accounts receivable.
- Contacts delinquent customers to secure payment.
- Reviews account histories with customers.
- Distributes statements and invoices to customers.
- Posts payments and follows established procedures for processing receipts
- Prepares and delivers bank deposits
- Files documents.

**REQUIREMENTS:**

- Community college or equivalent experience
- Basic knowledge of computers

**PERSONAL SKILLS**

- Must have pleasant telephone manner
- Ability to deal with clients under pressure
- Can adapt quickly to changing work environment
- Ability to get along with others