



**Position:** AR/AP Analyst  
**Department:** Finance/Accounting  
**Reports to:** Finance Manager  
**Revision Date:** September 8, 2023

### **About Us:**

L Squared is a SaaS company building the next generation of communication solutions for the modern business that harnesses the power of data, analytics, and a simple user interface to organize, distribute and publish content that is dynamic, relevant, and personalized. "The L Squared Hub" is an industry-leading secure cloud content management and distribution platform that supports SMB and Enterprise allowing any business to easily take their critical information and present it to customers, employees, and decision makers either on demand or by scheduling. Featuring an off-the-shelf or customized platform, that creates immediate visibility to core business metrics, communications, or simply information to keep key employees informed by bringing data, analytics, and communications to the forefront that empower employees to be more knowledgeable, productive, and informed.

Our best-in-class user interface combined with our cloud platform turns any existing TV, digital display, dashboard, desktop, or mobile device, anywhere in the world, into a powerful communication medium that is relevant and personalized.

### **Fit:**

We have grown rapidly over the past two years, supporting high-profile clients in the USA, Canada, Europe, South America, Australia, and Asia. We are gearing up for even faster growth and looking for motivated, passionate, and intelligent team players that love to work in fast-paced, sometimes chaotic environments, who believe in integrity, mutual respect, quality work, and being customer obsessed to join our team.

If you think you would be a great fit for our team, please apply today.

### **Our Core Values:**

- Obsessed with Client Success: We win when you win! We put the spotlight on you and will not be satisfied until you are!
- Shift Left: We'll find the right person to do the right job. Services drives us and we take full responsibility to make it easy and relevant on day one.
- Our People Are Key: We are problem solvers and our entrepreneurial spirit, energy, is infectious, they are smart,
- Do the Right Thing: We believe in integrity, honesty, accountability, trust, and kindness.



- Self-Motivated & Self-Aware: We believe in accomplishing goals, being curious and getting feedback.

### **What the Company Will Provide to You:**

- A fun, fast-paced, open, and friendly work environment
- Competitive average salary
- Company benefits (after probationary period)
- Training
- Company events

### **About the Position**

The AR/AP is responsible for providing financial administrative and general office, clerical, administrative support in order to ensure effective, efficient and accurate day to day office operations. Data entry, customer setup and invoice preparation, spreadsheets, tables, algorithms, accounting regulations, ledgers.

Under the direction of the Finance Manager, you will be responsible for the overall management of the AR and credit function, collection and administrative handling of the credit department, cash application, credit note data entry and claims processing. You will support the organization's goals by establishing and maintaining excellent relationships with external customers and internal staff.

### **Qualifications/Experience Required**

- A University degree or diploma in business, accounting, or commerce.
- Strong knowledge of QuickBooks and Excel.
- Minimum of 1 year's progressive experience in billing, accounts receivable, credit and collections.
- Subject matter expert in billing, accounts receivable, payable collections and associated internal controls.
- Sound knowledge of generally accepted accounting principles and general accounting.
- Strong analytical skills.
- Speaks and writes in a clear, articulate manner.

### **Core Accountabilities:**

- Possess high degree of professionalism, integrity, discretion, and respect for confidentiality.
- Create and review invoices daily.
- Maintains customer & vendors master files.
- Prepare CDN and US bank deposits for all locations.
- Disburse A/R and Non-A/R cash receipts.
- Process VISA and MasterCard payments



- Process credits and adjustments using appropriate codes and GL's.
- Review and release orders that go on Credit Hold/need deposits.
- Process adjustments to contra payments with Credit Memos received from A/P.
- Data entry and processing of Invoices, monthly.
- Ensure all information is entered before month-end processing, run Reconciliation report, investigate any differences, process month-end reports.
- Prepare custom customer reports as requested.
- Set-up and maintain Customer Accounts.
- Review aging and call upon accounts when delinquencies occur.
- Work with Sales department if needed to resolve any disputes.
- Negotiate payment schedules and resolve collection issues.
- Post incoming payments, cheques, EFT, wire transfers and reconcile payments to customer accounts in AR.
- Systematic filing of documents.
- Other ad hoc duties as required.

***We thank you for your interest; however, only candidates selected for interviews will be contacted for follow-up.***