



297 Nelson Street W
P.O. Box 448
Virден, MB R0M 2C0
Phone: 1-866-887-3669
Email: careers@rfnow.com

Finance Clerk

RFNOW Inc. is fast-growing fibreoptic internet provider out of Virден, MB and we are adding to our accounting team. Our Finance Clerk will support various components within our Billing and Accounts Receivable unit. This role is vital in maintaining our customer accounts. This position will give the right candidate an opportunity to apply their accounting knowledge while continuing to grow and enhance their skills across the capability.

This is an office-based position at our office in Virден, MB with flexible working hours.

General Responsibilities:

- Assists in Accounts Receivable/Billing and Accounts Payable.
- Utilizing our Billing system, generate and process monthly charges; receive payments and reconcile customer accounts.
- Maintain appropriate records and documentation to ensure compliance.
- Accurately review, code and process invoices and supporting documentation within the NetSuite ERP software system.
- Prepare customer and vendor reconciliations and reports where required.
- Set up and process payments through our banking system as required.
- Address and respond to customer and vendor inquiries.
- Crosstrain for team coverage due to leaves and/or sickness.

Qualifications & Experience:

- Minimum 3 years experience in an office function with responsibility for Accounts Receivable and/or Accounts Payable.
- Post-secondary education with a focus on Finance, Accounting or Business Admin is preferred.
- Knowledge of NetSuite or a similar accounting software would be considered an asset
- Good knowledge of accounting theory and practices and computerized accounting platforms.
- Intermediate proficiency in Microsoft Office (especially Excel).
- Ability to maintain a high level of accuracy while handling a high volume of data meeting tight deadlines.
- Strong critical thinking and problem-solving capacity.
- Excellent verbal and written communication skills.
- Strong attention to detail with solid initiative and good judgement.

Job Details:

- Flexible work environment
- Comprehensive benefit package
- Paid sick and personal time after relevant waiting periods
- Professional development opportunities

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If interested, please forward your resume and cover letter detailing your interest and qualifications to careers@rfnow.com.

RFNOW Inc. is an equal opportunity employer. We welcome applications from people from all backgrounds and capabilities. Applicants are welcome to request necessary accommodations throughout our employment process.

About RFNOW Inc.

RFNOW Inc. is a successful, dynamic organization with opportunities to grow and specialize in a number of areas within the field of technology and construction including broadband wireless communication, fibre optics, network architecture/maintenance, directional drilling, cable plowing, line locating, tower building, residential and commercial service connections, and heavy equipment operation and maintenance. Learn more at www.rfnow.com.

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