



Finance Administrator – CALGARY, AB

The Alberta Motor Transport Association (AMTA) is a not-for-profit organization representing all sectors of the highway transportation industry. We take a leadership role in enhancing workplace safety and fostering a healthy, vibrant industry. We are a proactive, dynamic association that is responsive to the needs of our members.

Reporting to the Director, Corporate Shared Services, the Finance Coordinator provides accounting support to the organization. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Finance Coordinator will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Primary Role Responsibilities

- Enter Purchase Orders into the accounting system
- Match Accounts Payable invoices to Purchase Order and enter in the Accounting System
- Create and mail customer invoices
- Process mail on a daily basis
- Process member onboarding transactions, including entering customer data in a CRM system and monthly reporting of new/lost customers
- Assist with the preparation of large mail-outs when required
- Establish and maintain customers' up-to-date information
- Respond to customer requests regarding accounts
- Mail customer account statements monthly
- Process credit card and debit card payments
- Assist Finance Coordinator with collection of customer accounts
- Other related duties as required

Qualifications and Requirements

- Some post-secondary education in Finance or equivalent experience.
- Minimum of 2 years' experience in a junior accounting role, preferably in or related to the transportation industry.
- Proficient in Adobe Pro and Microsoft Office Suite: Outlook, Word, and Excel.
- Experience using Sage 300 ERP or similar accounting software.
- Demonstrates the highest level of customer/client service and response.
- Demonstrates the ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Ability to work with computers and other technology.

We offer competitive compensation and a comprehensive benefits package.

If you are interested in joining our organization and becoming part of a strong, dynamic team, please forward your resume at careers@amta.ca by Sunday, February 10, 2019.

We wish to thank all candidates for their interest, only those applicants selected for an interview will be contacted.

