



Techni-Craft Equipment Services Limited
62 Riel Drive
St Albert, AB T8N 4A4
t 780.459.9848 | tf 888.583.2464
technicraft.ca

WE'RE LOOKING FOR A JUNIOR BILLING CLERK

We are GROWING and looking for professionals to add to our accounting team in St Albert, AB

Work With Techni-Craft and Enjoy

- A Strong Team/Family Culture
- Employer Matching RRSP Program
- Industry Leading Wages and Benefits
- Membership in Merit Contractors Association (extended health, dental, life and disability insurance, post-secondary scholarships for employee's children and assistance programs)
- Extended Benefits Program (including annual health spending account, Best Doctors and Elite diagnostics programs)
- Birthday & Anniversary Recognition
- Employee Recognition Bonus
- Top-Quality, Professional Office Hardware, Software and Tools

Who Is Techni-Craft and Why Work For Us?

We've been in business for over 20 years and have grown from 5 employees to 50+ and we just keep growing. We provide equipment service & installations for the Convenience Store and Quick Food Restaurant industries for top-notch businesses like 7-Eleven, Husky, Starbucks, McDonalds and Circle K... just to name a few.

What You Will Do

The *Junior Billing Clerk* will report to the Accounting Manager and will be responsible for performing account receivable related functions. This position requires excellent verbal, written, and interpersonal communication skills as well as being detailed oriented. We are looking for someone with a high level of integrity and work ethic.

Your day to day will include things such as:

- Issue accurate invoices to customers and attach appropriate paperwork.
- Post invoices and key billed invoices to client web portals.
- Attach subcontractor's invoices from the AR email on proper work orders.
- Manage AR inbox and ensure subcontractor invoices are matched to correct jobs.
- Learn specific invoice processing requirements for different clients.
- Effectively learn and utilize our real-time service dispatch software.
- Answer phones and relay telephone calls and messages.
- Clerical functions such as filing, etc.





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What Skills You Must Have

- Must hold a high school diploma at minimum.
- Must be highly organized and detail oriented.
- High degree of accuracy.
- Ability to multitask.
- Excellent time management.
- Must possess excellent customer service skills, with the ability to understand and resolve customer concerns.
- Must be computer literate with intermediate experience in Word, Excel, Outlook and internet usage.
- Must be able to communicate effectively in English, both written and verbal. Any second language is an asset.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this job. Duties, responsibilities, and activities will be reviewed periodically as they change with business necessity.

Experience We're Looking For

- 1-2 years' experience in a Billing or Accounts Receivable role, within a service-based industry is preferred.
- Experience with SAMPro Software and Microsoft D365 Business Central would be an asset.

Your Schedule / Job Type

Monday - Friday | 8:00am - 4:30pm
Full-time Permanent

About Us

Get to know us a little better. Check out technicraft.ca and if you like what you see, send us your resume to hireme@technicraft.ca and let's talk.

