



West Coast Floral Growers and Distributors is a diverse company in the floral and gardening product industry. Our business is to create joy through quality products and exceptional service.

Position: Accounts Receivable Clerk

Be responsible for the accounts receivable function in a fast-paced accounting department for a large wholesale company in South Surrey.

Responsibilities and duties:

- Posting customer payments – cheque or bank transfers
- Charging and posting customer credit card payments
- Making and posting bank deposits
- Generate and send out customer statements on monthly basis
- Collection calls to late paying customers as required
- Receptionist and answering phones as required
- Other clerical duties as assigned

Proficiency in QuickBooks a must!

If you are a positive, outgoing and courteous person, preferably with experience in office or accounting department please send your resume to: [nathan@westcoastfloral.com](mailto:nathan@westcoastfloral.com)