



COLDSTREAM
— C L E A R —
DISTILLERY

Accounts Receivable Administrator

Job Summary:

The Accounts Receivable Administrator at Coldstream Clear Distillery is responsible for building and maintaining professional relationships with retail, liquor commissions, and with all other internal and external customers. Proactive with addressing payment deadlines, discrepancies and client invoicing inquiries.

You must be passionate about the beverage alcohol industry and share our enthusiasm to make the best tasting spirits and the most memorable experiences! In this role you will be part of Nova Scotia's largest craft distillery and embracing the businesses foundational values.

Job Requirements:

- Incredible attention to detail
- Interpersonal and Communication skills (phone, email, video chat)
- Time management and organization
- Initiative & CAN DO approach
- Proficient in Microsoft Office with intermediate Excel – fluent in manipulating data in multiple forms

Job Duties and Responsibilities: (Additional duties may be assigned)

- Ensure time billing (24 hours) from sales channels: retail store, licensees, e-commerce, events etc
- Communicate with retail locations regarding discrepancies in sales posting.
- Ensure delivery of invoices to liquor commissions
- Securely process credit card payments for customers
- Apply payments to all invoices (credit cards, cheque, EFT, Clover Clearing)
- Address and solve client questions and concerns concerning invoicing
- Following up with customers concerning missed or late payments

Education and Experience:

- Business Administration Diploma or degree from a recognized institution or,
- Equivalent Experience

Additional Details:

Role Based in Truro, Nova Scotia. Reports to Controller. Monday – Friday 40 hrs per week. Wage dependent on experience. Health benefits available. Apply with a resume and cover letter to jobs@coldstreamclear.com. Only those selected for interview will be contacted.