



**COLDSTREAM**  
— C L E A R —  
**DISTILLERY**

***Accounts Receivable & Billing Administrator***

**Job Summary:**

The Accounts Receivable & Billing 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)**

- Verifying invoices against purchase orders and ensure goods or services were received before issuing payment to vendors
- Identify and resolve any pricing discrepancies on bill
- Timely inputting of invoicing with appropriate general ledger coding
- Set up new EFT beneficiaries and payments in banking platform complying with banking protocols
- Ensure store petty cash transactions (incoming and outgoing) are posted in accounting software
- Apply payments in accounting software
- Review invoices for payment
- Prepare weekly cheque run
- Reconcile monthly vendor statements to accounting records and resolve any discrepancies

**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 cover letter and resume to [jobs@coldstreamclear.com](mailto:jobs@coldstreamclear.com)