

Position Description A/R and Billing Administrator

FNF Canada, a division of Fidelity National Financial, is one of the country's largest providers of title insurance and ancillary services. With our continued growth in Canada, we are seeking an **Accounts Receivable and Billing Administrator**.

Reporting to the Manager, Accounting, the ideal candidate will be a client focused, highly professional self-starter with strong analytic skills. He/she will also have a positive attitude and the ability to manage stringent deadlines. The position requires attention to detail and a high level of judgment in order to organize workload and projects.

Duties and responsibilities

- Perform the monthly billing reconciliation process for the below:
 - Prepare Lender Premium Revenue report
 - Prepare CTIC Premium Revenue report
 - Prepare and enter all journal entries relating to billing and receivables into Great Plains general ledger.
 - Prepare the reconciliation of Accounts Receivable sub ledger to General Ledger
- Prepare the monthly tax returns for commodity taxes
- Liaise with appropriate internal and external business contacts to resolve billing and payment issues.
- Perform the accounts receivable processes including:
 - Payment application of cash, cheque, credit card or electronic payments to the appropriate customer accounts within the Accounts Receivable module on a daily basis
 - Prepare the aged receivable balances report for distribution to the operations team
 - Provide guidance and assist the A/R and Billing Administrator to follow up on the collection of all outstanding balances and address any escalations
- Assist GL analyst in preparing the balance sheet reconciliations
- Assist in ad-hoc reporting as required

Qualifications

- College diploma in a related field
- 3-4 years relevant experience preferred
- Must be very organized and have excellent time management skills.
- Proficiency in Great Plains would be an asset.
- High Proficiency in Excel is required
- Work well under pressure and under minimal supervision
- Must be able to work flexible hours

FNF Canada offers a competitive compensation and benefits package along with career growth opportunities with a Fortune 500 Company.

Interested candidates should forward their resume via e-mail to hr@fnf.ca or by fax to 877-916-8035. We thank all candidates for their interest but only those selected for an interview will be contacted.