

EMPLOYMENT OPPORTUNITY

Accounts Receivable Clerk

About LGL Limited

Founded in 1971, LGL Limited is an employee-owned environmental research and consulting firm serving clients in Canada, the USA, and internationally. LGL's client base spans industry, government, Indigenous groups, public corporations, academia, and non-governmental organizations. Our body of work, including our peer-reviewed scientific publications, demonstrates our competence in environmental research, our ability to evaluate the environmental impacts of human activities, advance scientific knowledge, and satisfy or exceed the requirements of our clients and regulators.

About the Role

Reporting to LGL's CFO/Controller, the Accounts Receivable Clerk works closely with the accounting team providing service and support through creating, distributing, and processing external billables, and through overseeing the accounts receivable functions.

What You Will Do

- Overseeing the day-to-day accounts receivable functions
- Processing and posting client payments
- Preparing invoices and supporting documentation for Project Manager review; submitting approved invoices to clients
- Overseeing processes and functions of Deltek VantagePoint
- Updating (or overseeing the updating of) the Record of Expenditure
- Updating (or overseeing the updating of) aged receivables and circulating that to Project Managers
- Preparing and providing monthly financial reporting to Head Office
- Sorting, filing, and forwarding stale dated/canceled cheques and other bank correspondence to the Controller/CFO
- Reconciling client account balances
- Connecting with clients to secure payment of invoices
- Overseeing the management of accounts receivable paper storage filing, including active and archived files as well as those to be shredded; both on and off-site (Hovey storage)
- Soliciting timesheets from staff; processing timesheets for invoicing purposes and obtaining approval from Project Managers
- Tracking staff vacation and compensatory vacation accruals and usage
- Review and audit the daily bank deposits
- Answering phone calls and AR inquiries
- Covering the duties of the Accounts Receivable Clerk and the Accounts Payable Clerk as required and qualified to do so when staff filling those positions are off work
- Accepting new tasks and duties, together with training, as required to perform the job
- Preparing/sending appropriate supporting documentation to clients
- Other administrative tasks as assigned

What You Will Bring

- 4+ years of accounts receivable experience
- Diploma or Certificate in Accounting, Finance, or a related field, or an equivalent combination of education and experience
- Strong understanding of accounting principles and procedures
- Ability to multi-task and coordinate a diverse set of activities to ensure targets are reached
- Excellent interpersonal skills and the ability to collaborate effectively with team members
- Outstanding attention to detail
- Intermediate to advanced-level knowledge of Microsoft Excel and other Microsoft Office applications including Word, PowerPoint, Outlook, etc.
- Knowledge and working experience with ERP software (Deltek VantagePoint)
- Professional verbal and written communication skills
- Able to maintain confidentiality of data and information
- Ability to utilize standard office equipment including computers, photocopiers, calculators, etc.

What We Will Provide

- Competitive salary: \$55,000–\$65,000/year
- Career growth opportunities through mentorship, professional development, and peer relationships
- A safe, respectful, and collaborative work environment

Working Conditions

- Eligible to work in Canada
- Office-based work is on a Monday to Friday schedule
- Physically based in Sidney, British Columbia, with potential for a hybrid working arrangement

Application Information

If you believe you are or can become a good fit for this dynamic and comprehensive administrative opportunity, [please apply with your resume and cover letter](#).

This posting will remain open until **May 23, 2025, at 5:00pm PST**, but a review of resumes will start immediately so do not delay applying. We look forward to connecting with you!

If you require accommodation in the recruitment process or have questions, please let us know by contacting daniel@engagedhr.com.