



215 Spadina Avenue, Suite 500 Toronto, Ontario M5T 2C7

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## **Contracts & Accounts Receivable Administrator**

### **Location: Toronto**

Do you want to spend your waking hours working for a large corporation? Or would you rather apply your proven technology and leadership skills to accelerating the evolution of a social network and mobile solution that supports hundreds of top charities - on three continents? Artez is a fast-growing, downtown Toronto-based company that is looking to expand our talented team.

**The Team:** We choose top talent who will thrive in our culture of freedom, responsibility, innovation and self discipline. There are 55 of us located in Toronto, Boston and Adelaide Australia. We've been at this for more than a decade, and we love what we do. We've already built one of the world's top online fundraising solutions, and we're committed to increase our lead in global social network and mobile fundraising solutions.

**Where we work:** Our office is in the vibrant Queen & Spadina neighborhood and is TTC accessible. We work in an open-concept loft space, located in a historic eco-building with a bio-wall and sun-drenched rooftop garden (some days, anyway) - check out [www.robertsonbuilding.com](http://www.robertsonbuilding.com). We are family-friendly and reasonably flexible regarding work hours. We promote diversity and have built the right environment for people to manage and balance their work/life demands.

### **Some duties and responsibilities include, but not limited to:**

#### Accounts Receivable

- Lead the management of all accounts receivable emails and phone calls
- Investigate invoice discrepancies and work with other departments to resolve client inquiries
- Upload AR/Revenue info into CRM

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- Cheque collection, deposit slips, bank deposits, and assist in developing improved processes for collections automation

## Contract Administration

- Manage the client contract workflow process and ensure data accuracy (create, approve/activate, DocuSign, collect, cancellation, etc within CRM)
- Prepare monthly updates for billings, including new sales & renewal terms

## Administrative Duties

- Answer the general phone line
- Reconcile the corporate credit cards on a monthly basis
- Office management duties
- Manage day-to-day administrative tasks as assigned

## Executive Assistant

- Screen telephone calls/e-mails and respond to and direct enquiries in a timely manner
- Schedule and coordinate internal/external meetings
- Assist in preparation of reports/presentations as required
- Coordinate and schedule all travel arrangements and itineraries
- Collect, track, assemble and submit corporate expense reports

## **The ideal candidate will have the following experience and characteristics:**

- Minimum of 2 years of administrative experience working in an office setting
- University Degree, including at least 1 post secondary accounting course
- Ability to handle sensitive and confidential information in a discreet and professional manner
- Detail oriented, quick learner, and works well with limited supervision

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- Excellent time management, ability to prioritize tasks independently, and strong analytical skills
- Salesforce CRM experience is an asset
- Exceptional interpersonal communication, and background in customer service
- Personable and friendly, with superior organizational and problem solving abilities

This position reports to the Controller & Senior Manager, Finance & Business Operations.

If you want to move fast, create great user experiences, and work for a company that provides a solution that raises hundreds of millions of dollars for the causes that matter most, then we should talk. Learn more about us at [www.artez.com](http://www.artez.com) and contact us at [HR@artez.com](mailto:HR@artez.com).