



QHR Technologies Inc. is looking for a:

### **A/R Clerk - Kelowna**

QHR Technologies Inc. (QHR) is a publicly traded Canadian company specializing in software designed to improve the efficiency of professionals in healthcare and other markets.

Headquartered in Kelowna, British Columbia, Canada, QHR has focused on the business development of promising Canadian technologies to meet the needs of emerging or under-developed markets. For further information on QHR Technologies, please visit our website at [www.qhrtechnologies.com](http://www.qhrtechnologies.com)

#### **Position Summary:**

Under the direction of the Controller, the A/R Clerk will perform daily duties involving invoicing and the collection and management of the company's accounts receivable.

Duties relating to the Billings function include preparing invoices, credit notes and other corrections, ensuring timely and accurate processing of invoices, and conducting follow-ups on discrepancies. Also, responsible for preparing credits, re-issuing invoices as well as obtaining approval. Answers questions addressed by the sales and operational teams.

Duties relating to the Accounts Receivable role include responsibility for providing financial, administrative and clerical services to the company. This includes processing and monitoring payments and preparing and monitoring the collection activities of the company.

#### **Essential Functions:**

- Invoice overall company sales.
- Resolve Work closely with the accounts receivable team for any billing issues;
- Credit and re-invoice in case of corrections, while making sure to obtain proper approvals.
- Verify taxes charged on invoices.
- Answer requests made by representatives and/or external clients regarding invoicing.
- Invoice Distribution
- Management of Accounts Receivable processes including customer collection calls, regular meetings with other staff, and appropriate escalation of accounts with issues.
- Ability to evaluate current processes and implement appropriate change to ensure efficiency, accuracy and speed.
- Exceptional communication skills in order to build rapport within the company.

- Properly recording, accounting and reporting financial transactions.
- Produce all financial reports relating to the billings and accounts receivable functions.
- Take the lead on collection measures, and work with the operating units to optimize cash receipts; includes regular meetings with operating unit staff and appropriate escalation of issues.
- Produce all quarterly and year-end work papers and support preparation of quarterly and year-end financial statements.
- Support the preparation of audit binders and other material required for the quarterly and annual audit of Financial Statements.
- Prepare and analyze special reports as requested. Perform other reasonably related business duties as requested.

**Qualifications:**

- 2 years bookkeeping experience and an accounting Diploma or combination thereof.
- Thoroughness and initiative.
- Good communications skills with sales teams.
- Can easily process higher volumes of work at month end.
- Knowledge of MS Office suite, especially Word and Excel.
- Experience in Great Plains Dynamics and Sales Force considered an asset
- Experience in distribution and invoicing system.
- Excellent communications skills (spoken and written) in both English and French.
- Knowledge of Dynamics GP is a plus.

**Total Rewards:**

We offer a competitive compensation package with an attractive benefits package.

Please email your resume in Word or PDF format to [lbarrett@qhrtechnologies.com](mailto:lbarrett@qhrtechnologies.com)

***Thanks to all those that apply. Only those chosen for an interview will be contacted.***

QHR Technologies Inc. has a vision of being a Top 100 Technology Company and a Top 100 Employer. Our results and culture all point to personal growth, opportunities and success. Optimed Software Corporation is a wholly owned subsidiary of QHR Technologies Inc., a publicly listed company (TSX-V:QHR). QHR Technologies was recently recognized by the 2010 Branham 300 list in the 'Top 5 Pure Play Healthcare Companies' list, the 'Top 10 Growth Companies' and the 'Top 20 Movers and Shakers' list as well as listed on the 'TSX Venture Exchange Top 50' list. As well, QHR Technologies was recently named as a finalist in B.C.'s 'Technology Impact Awards (TIA's) in the category of 'Emerging Company of the Year' for its outstanding performance as a technology enterprise. The TIA's recognize British Columbia's most innovative and dynamic technology companies. QHR Technologies Inc. has focused on the business development of promising Canadian technologies to meet the needs of emerging or under-developed markets. This strategy has generated profitable revenues, while earnings have allowed QHR to prosper and grow on behalf of shareholders. Capitalizing on its management expertise, QHR continues to source new markets and technologies through mergers or acquisition. For further information on QHR Technologies, please visit our website at: [www.QHRTechnologies.com](http://www.QHRTechnologies.com).