

**ACCOUNTS RECEIVABLE ANALYST**  
**Constellation HomeBuilder Systems**  
**Markham, Ontario**

**THE COMPANY**

Constellation HomeBuilder Systems ([www.constellationhb.com](http://www.constellationhb.com)) is an established software company that caters to the North American Residential Home Building Industry. Our parent company, Constellation Software Inc. is one of the largest software companies in Canada and serves several niche markets ranging from Construction to Golf Club management.

**THE POSITION**

We are seeking an enthusiastic individual with strong communication skills to join our team to join our Collections and Account Management team. In today's turbulent market, maintaining a personal connection with our customer has become more important than ever.

The position will report to Vice President, Finance. You will benefit from learning and working with a well- established firm with career advancement opportunities across our family of sister companies. This is a full time permanent position with plenty of room for growth and career advancement.

**JOB RESPONSIBILITIES**

- Conducts regular telephone calls to Clients regarding:
  - payment of late invoices
  - regular account management updates
- Tracks collection status and reports to Management on a weekly basis
- Reconciles, Analyzes, investigates and corrects accounting entries as required
- Assists in the handling of incoming and outgoing mail, including courier services
- Assists in day-to-day administrative overflow work, if any
- Any other duties as assigned by Management

**JOB QUALIFICATIONS**

- 2+ years of Accounts Receivable collections experience
- 2-3 years minimum experience in an accounting environment
- Must have advanced skills in MS Office applications and have exposure to accounting systems (Great Plains Preferable)
- Ability to handle a heavy work load and to meet tight deadlines
- CGA, CMA, certification or program enrollment (desired but not mandatory)
- Possess excellent telephone communication and interpersonal skills
- Must have business perspective to look at the 'bigger picture' without losing sight of the details
- Well organized and detailed oriented individual with the ability to fully document all work
- Quick learner, good facilitator and a positive team player
- Able to work well under pressure and adapt to fast pace environment
- Willing to work late when required

IS THIS YOU?

To apply for this position, please submit your resume to  
[cyau@constellationhb.com](mailto:cyau@constellationhb.com) and [careers@constellationhb.com](mailto:careers@constellationhb.com)

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