

WE'RE HIRING.

Looking for real *horsepower*.



GET TO KNOW US

Standardbred Canada is a not-for-profit association and the national breed registry for the Standardbred horse. We support members and the Canadian harness racing industry through registration, publications, member services, financial administration, and industry programs.

POSITION

ACCOUNTING & BILLING ADMINISTRATOR

PERMANENT PART-TIME | FINANCE / ACCOUNTING

📍 2150 Meadowvale Blvd, Mississauga, Ontario

SUMMARY OF POSITION

Standardbred Canada is seeking a **Permanent Part-Time Accounting and Billing Administrator** to support accounts receivable, billing, collections, insurance administration, cash receipt support, and member/customer inquiries.

This role is ideal for an experienced accounting administrator who enjoys detailed work, recurring monthly deadlines, and providing practical support to a small Finance team.

KEY RESPONSIBILITIES

All Accounts receivable functions including but not limited to:

- Prepare, issue, mail, and email invoices in Accpac / Sage 300
- Set up and maintain customer accounts in Accpac / Sage 300, including contract terms, billing details, and supporting documentation.
- Prepare and issue monthly Statements of Account, respond to accounts receivable inquiries, and follow up on account-related matters.
- Perform collections activities for all invoices, including follow-up with delinquent members and escalation of suspensions where appropriate.
- Post receivable batches, verify cash receipts, and investigate billing, payment, posting, or processing discrepancies.
- Manage Moneris-related matters, including refunds, payment inquiries, and account troubleshooting.
- Administer insurance-related processes, including Tri-Part, AD&D, Life, Liability, building, vehicle, Errors & Omissions, and Directors & Officers insurance matters.
- Process Tri-Part disability and medical claims and liaise with members, brokers, and insurers as required.

- Support accounts payable functions, including time-sensitive cheque requests, selected month-end remittances, returned payment follow up, and recovery coordination.
- Assist with year-end audit requests, including accounts payable and accounts receivable samples and AR-related queries.
- Provide training and backup support for cash receipts, insurance, accounts receivable, accounts payable, and related finance processes.
- Support daily finance and office operations by responding to ad hoc inquiries and assisting across departments.
- Perform other duties as assigned by management.

QUALIFICATIONS AND EXPERIENCE

- Post-secondary education in accounting, bookkeeping, business administration, or equivalent experience.
- Minimum 3 years of accounts receivable, billing, bookkeeping, or finance administration experience.
- Experience with Accpac / Sage 300 or similar accounting software preferred.
- Strong Excel, Outlook, and Microsoft Office skills.
- Good understanding of billing, customer accounts, collections, cash receipts, and account follow-up.
- Moneris or merchant payment experience would be an asset.
- Insurance administration experience would be an asset.
- Strong attention to detail and ability to meet deadlines.
- Good communication and customer service skills.
- Ability to maintain confidentiality.

REPORTS TO: Senior Director, Finance and Administration

START DATE: As soon as possible



21 HOURS / WEEK
Part Time



COMPENSATION
Commensurate with experience



BENEFITS
As set out in the applicable contract, if any



**SUPPORTIVE TEAM
ENVIRONMENT**

READY TO JOIN OUR TEAM?

Please submit your resume and cover letter, including compensation expectations and availability, by **October 1st** to:
Isuri Kularatne | scvacancy@standardbredcanada.ca

APPLY NOW →