



JOB POSTING

Interline Payables Clerk

COMPANY PROFILE

Clarke Transport Inc., one of Canada's largest freight carriers and a member of the TFI International Inc. group of companies, is currently looking for an experienced **Interline Payables Clerk** to join our dynamic and results driven team at our Halifax, Nova Scotia location.

SCOPE

The Interline Payables Clerk is responsible for the efficient processing and payment of invoices from transportation carriers relating to freight movements.

REPORTING LINE

Finance

PRIMARY DUTIES AND RESPONSIBILITIES

- Data Entry of Interline invoices
- Generating Weekly Payments
- Balancing of weekly postings
- Reconciliation of vendor statements
- Weekly fuel surcharge table updates
- Completion of New Vendor Forms as required
- Coordinate dispute resolutions with terminal personnel
- Maintain accurate record keeping
- Respond to internal and external inquiries via telephone, fax and email, including providing documentation relating to payments
- Filing and Front desk coverage
- Assist in ad hoc analysis as required

EDUCATION AND EXPERIENCE PROFILE

- Transportation industry knowledge
- Proficient computer skills (MS Word, Excel)
- Strong keyboarding skills
- Basic accounting skills
- Sound judgement skills, including ability to prioritize workload
- Excellent oral and written communication skills
- Ability to build and maintain strong client relations
- Strong interpersonal skills
- Self-motivated and team oriented

Qualified, interested applicants please submit your résumé by email to the attention of Kim McIsaac, kmcisaac@mgmt.clarkeroad.com

Clarke Transport Inc. is an equal opportunity employer and believes we will gain through the recruitment and development of staff that represent the broad diversity of the Canadian workforce.