

Collections Coordinator COC082323

Department:	Finance
Type of Position:	Full Time, Permanent
Location:	7 th Floor, 5160 Yonge Street, Toronto, ON
Reporting to:	Manager, Finance

About Tarion

Since 1976, Tarion has provided new home warranty protection to more than 2 million Ontario homes. We serve new home buyers and new homeowners by ensuring that one of their life's biggest investments is protected. Almost every new home in the province is covered by a new home warranty. This warranty protection is provided by Ontario's builders and lasts up to seven years. It is backstopped by Tarion. More than 375,000 homes are currently enrolled in the warranty program. Every year about 55,000 new homes are enrolled.

With more than 300 employees, Tarion works hard every day to serve the public interest by, first and foremost, protecting consumers and their new home purchases. We investigate homeowner warranty claims; resolve warranty disputes between homeowners and builders; and provide deposit and delayed closing protection for new home buyers. We also manage the Guarantee Fund, an important financial reserve designed to help shield Ontario consumers from possible catastrophic building events. All of this enhances fairness and confidence in Ontario's new home building industry.

About the Role

The Finance team is responsible for financial reporting and control, tax and compliance, strategic planning and financial Planning & analysis, Treasury and working capital management, capital budgeting, and Risk management.

The Collections Coordinator reports to the Manager, Finance. The individual in this position is responsible for supporting all the administrative activities of the collections group, including processing of recoveries. In addition, this person is also responsible for

processing homeowner conciliation fees refunds and preform reconciliations related to transactions.

Responsibilities:

- Ensure all collection activities are logged in PeopleSoft and statuses of accounts are properly coded.
- Applies recoveries, credit card payments, security drawdowns and write offs to appropriate account in PeopleSoft.
- Provide administrative support to the Collections team, including preparing collection notices, reports, requests to trace, requests to sue and proof of claims on receipt of bankruptcy notices.
- Perform accounting duties such as monthly accounts receivable reconciliations and monthly journal entries.
- Assist the contact centre with homeowner fee refunds as required.
- Assist in investigating collection system-related issues and submitting and maintaining IT helpdesk tickets.
- Process daily cheque deposits, manage post-dated cheques, and investigate discrepancies.

Qualifications:

- Community College Diploma/Certificate or equivalent in Administration or Finance
- Strong computer skills, with a working knowledge of Microsoft Excel
- Experience with accounts receivable, month-end reconciliation and collections
- 2-3 years' experience in an administrative function (preferably within Finance department)
- Strong attention to detail
- Good written and verbal communication skills
- Quick learner and ability to balance multiple priorities
- Demonstrated ability to balance multiple priorities in a dynamic team environment
- Demonstrated interest in and commitment to continuous learning

Why Choose Tarion?

We believe that Tarion's employees are its most valuable asset. We strive to provide a welcoming work environment.

We offer employees a competitive compensation program, opportunities for learning and development, an employee discount program, access to wellness programs, and a variety of Employee Assistance Program tools and online resources to support well-being.

At Tarion, we believe that a strong commitment to diversity and inclusion allows employees to perform at their very best and underpins a culture in which everyone feels they have an equal opportunity to belong and build a career. Tarion is committed to developing and maintaining work environments and practices that ensure equality of opportunity in recruitment, selection and promotion, and to removing systemic barriers so that employees have every opportunity to feel included in the workplace.

If you are a person with a disability and have questions or would like help with your application, please email careers@tarion.com or contact a member of the Human Resources Department.

Application Submissions & Deadline:

Please submit a covering letter and resume with vacancy code **COC082323** to careers@tarion.com.