



Title: Accounts Receivable Administrator

Location: 292109 Prime Close, Rocky View County, AB (behind the Century Downs Racetrack/Casino in Balzac). This is not on a bus route.

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Credit Manager, as the **Accounts Receivable Administrator** you will administer accounts receivable activities for the business unit. You ensure payments are received in a timely manner and transactions are accurately recorded.

Your day-to-day responsibilities will include:

- Generating and processing invoices to ensure payments are collected in a timely manner.
- Reconciling the ledger for accounts receivable to ensure all payments are accounted for and are properly posted. Resolving payment discrepancies as necessary.
- Maintaining an up-to-date billing system and organization of files and records.
- Liaising with clients and related parties regarding payment schedules. Investigating and resolving irregularities.
- Preparing reports and assisting in general financial management and analysis.
- Processing payments made via credit cards and creating new credit and cash accounts in the system.
- Receiving credit applications, and conduct due diligence such as contacting references, submitting bank inquiries, doing web research and checking registry reports
- Processing and sending customer statements and following up on inquiries.
- Providing support to other accounting and administrative related duties.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High school diploma, or equivalent.
- Minimum 2 year of accounting experience.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment, Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), and accounting or POS systems (BisTrack, Supply Pro, Great Plains, etc.)

Preferred Qualifications

- Diploma or Certificate in Accounting is preferred.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Consistently meeting customer expectations.
- Staying current on technical job skills.

Work Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

About Us

Star Building Materials is an independent, wholly owned division of Qualico. Since 1958, Star Building Materials has sourced, manufactured, and supplied quality building materials to builders, developers, renovators, and homeowners. It is our mission to innovate within the construction industry, exploring new methods to help you reduce waste, increase efficiency, and manage project costs.

None of this would be possible without people. We hire only the most forward-thinking, experienced, and passionate staff to serve your building needs. We care deeply about the quality of the products and service you receive, and we invest in our relationships both with our employees and our customers. We aim to reach beyond minimum standards of safety and environmental concerns.

We serve our clients with some of the most innovative building solutions available, including framing and finishing materials, engineered wood floor systems, trusses, drywall, insulation, and a wide selection of related supplies. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing date: July 27, 2026

[Apply here](#)

#starbuildingmaterials