



**Scotia**  
INVESTMENTS

*A Member of the Scotia Investments Family of Companies*

---

## **Accounts Receivable & Trade Spend Analyst**

CKF Inc., a leader in Canada's molded pulp, foam, and RPET industry is a company with a strong commitment to safety and Continuous Improvement. CKF Inc. has plants located in British Columbia, Ontario, Nova Scotia and the states of Iowa and Texas, manufacturing numerous types of food packaging and protective packaging.

We are seeking a detail-oriented Accounts Receivable & Trade Spend Analyst to join our finance team in our Hantsport NS location. Reporting to the Accounts Receivable Supervisor, this role is responsible for the accurate and timely processing of customer financial transactions, including deposits, collections, account maintenance, and reconciliation of discrepancies. You will also manage post-invoice customer deals and allowances, ensuring compliance, accuracy, and proper documentation through regular audits.

### **Key Responsibilities:**

#### **Customer Deposits & Collections**

- Record and apply customer deposits accurately in the accounting system.
- Monitor and follow up on outstanding receivables to ensure timely collections.
- Communicate with customers regarding payment status and discrepancies.

#### **Customer Account Maintenance**

- Maintain accurate and up-to-date customer account records.
- Investigate and resolve account issues, including unapplied payments and billing discrepancies.

#### **Deductions & Short Payments**

- Analyze and reconcile customer short payments (deductions).
- Research discrepancies and coordinate with internal teams (sales, customer service, etc.) to resolve issues.
- Ensure proper documentation and coding of deductions.

#### **Post-Invoice Deals & Allowances**

- Process payments related to customer post-invoice deals, rebates, and allowances.
- Verify eligibility and accuracy of claims in accordance with company policies.

#### **Audit & Compliance**

- Conduct audits of customer post-invoice deals and allowances to ensure accuracy and compliance.
- Identify trends or recurring issues and recommend process improvements.
- Maintain organized records for audit and reporting purposes.

#### **Reporting & Analysis**

- Prepare regular reports on accounts receivable, deductions, and allowances.
- Support financial analysis and decision-making through data insights.

### **Qualifications:**

- Business certificate, diploma, or degree in Accounting, Finance, or a related field.
- Minimum of 5 years of related experience in accounts receivable or financial operations.
- Strong analytical and problem-solving skills.
- High attention to detail and accuracy.
- Excellent organizational and time management skills.
- Effective communication skills, both written and verbal.

### **Technical Skills**

- Experience with ERP systems (Aptean, NetSuite).
- Advanced proficiency in Microsoft Excel (e.g., pivot tables, VLOOKUP/XLOOKUP, data analysis).
- Experience with Power BI or other data visualization tools is an asset.

### **Skills & Competencies**

- Ability to manage multiple priorities in a fast-paced environment.
- Strong collaboration skills with cross-functional teams.
- Continuous improvement mindset with a focus on process efficiency.

CKF offers a competitive wage and benefit package (including a pension plan). If you want to work for a dynamic and exciting company and enjoy the challenges of working on a variety of duties in a fast-paced environment, then come be a part of our team.

The successful candidate will be required to provide a clear criminal background check.

Qualified candidates can apply with cover letter and full resume at the following link:

<https://jbtmz.me/s/?e=gPiLckLP>

Deadline for applications is April 30, 2026.

*CKF Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer.*

*We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise People & Culture of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.*

Although we gratefully accept all applications, only those candidates being considered for an interview will be contacted.

**An Equal Opportunity Employer**