



Cash Applications Administrator (Temporary) – Mississauga, ON (Could potentially become full time)

Who is Orkin?

ORKIN is the largest pest control company in Canada. For nearly a century, we have been the go-to company for commercial and residential pest control, and we are known for our proactive approach each technician takes, thanks to our Award winning training systems designed to give our technicians the best opportunity to thrive in the pest control industry.

What makes a great ORKIN Cash Applications Administrator?

ORKIN Cash Application Administrators deal with payments and apply them to the correct customer accounts, manually review all remittance and match the payments to the corresponding invoices. To be successful with us means you likely possess the following qualities.

- You thrive in fast paced environments
- Your ability to communicate clearly to a variety of individuals is unmatched, people just open up to you!
- You have a knack for details; nothing gets past you!

What can you expect on a typical day as a Cash Application Administrators?

ORKIN Cash Application Administrators complete a number of activities on a day-to-day basis. One thing is for sure, there is never a “typical” day with us, every day presents challenges our Cash Application Administrators love to tackle. Your day may consist of

- Enter and process incoming payments and cheques in a timely and accurate manner.
- Data entry in a very high-volume environment.
- Perform audits to ensure all invoices have the required back up documents and bill reference numbers
- Coordinate with other internal teams to ensure information is accurate
- Other related duties as assigned

What do you need to qualify?

To be considered for the Cash Application Administrator role, we do have some requirements

- High school diploma or GED required
- A certificate or diploma in a related field preferred



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- Exceptional communication, interpersonal, conflict resolution, and customer service skills
- Must be computer literate with an intimate knowledge of Microsoft office (Word, Excel, and Outlook)
- Ability to work under pressure while ensuring close attention detail
- Experience with data entry and invoicing
- Experience with Cash Applications is preferred
- Will have to undergo a criminal background check; sign a non-solicitation agreement; participate in testing as part of the interview process

How to apply:

Please send your resume to Barsha Azad at BAzad@OrkinCanada.com

Orkin Canada is an equal opportunity employer and is committed to employment equity. Accommodations are available on request for candidates taking part in all aspects of the selection process.