



JOB POSTING

Position

Contract Administration and Funding Assistant (reporting to Manager, Manager Contract Administration)

General Responsibilities

Assist contract administration and funding departments in contract and funding administration.

Specific Responsibilities

1. Review funded new business and complete file set-up including scanning contracts into the company's database;
2. Reconcile financial calculations, as necessary, and set up new contracts into lease and loan administration system (Info-Lease ®);
3. Process approved contract changes;
4. Process pre-authorized payments;
5. Respond to routine customer enquiries (e.g. request for pay-outs, statements, contact information changes, etc.);
6. Assist with month-end reporting and routine accounting analysis;
7. Assist funding department with processing funding documentation;
8. Other administrative and accounting responsibilities as may be assigned from time to time.

Qualifications

1. Minimum of secondary school education, although some level of post-secondary school education would be preferred. Business or accounting background is preferred.
2. Experience in office technologies and standard Microsoft ® products (Word and Excel)
3. Experience in Info-Lease ® (leasing industry system) is preferred
4. Experience in financial services industry with preference for experience in leasing and equipment finance

LiftCapital Corporation

LiftCapital Corporation is in the leasing and equipment finance industry which originates transactions through vendors, business partners, and direct customers. It is an organization which is managed with institutional discipline while maintaining a “no nonsense” approach towards servicing its customers, vendors and business partners. LiftCapital offers a dynamic environment whereby its employees can achieve personal and as well as career growth.

LiftCapital is located directly on a transit route or if you prefer to drive, parking will be provided free of charge.

Submit your resume

Please submit your resume to the attention of by e-mail, FAX or mail to:

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