

Job Description: Accounts Receivable Officer

Job Summary/Objective:

The Accounts Receivable Officer is responsible for proactively managing the Accounts Receivable process, including the management of debtors, invoicing, account management, collections, and the provision of information to the business as required to support collections

Responsibilities & duties:

- Monitor accounts status/credit holds
- Run and review regular debtor reports
- Download daily bank statements, collate remittances and apply all receipts
- Perform collection activities aligned with business rules
- Review new customer applications
- Perform account reconciliations
- Generate invoices, bills, account statements and bank deposits
- Perform daily transactions including verifying, classifying, posting and recording accounts receivables' data
- Setup new and maintain customer master file
- Raise provision for bad or doubtful debts, process for approval and write-off at year-end
- Ensure timely responses to customer queries
- Drive continuous improvement across Accounts Receivable processes

Skills/Attributes required:

- Experience in working with customers
- Strong understanding of Finance systems and processes
- Excellent verbal and written English communication skills
- Proactive, highly motivated and flexible
- Highly organised and attention to detail
- Strong data entry skills
- Experienced with MS Office including Word, Excel, and Outlook
- Experience working with Western companies (preferred)

Qualifications/Experience required:

- Bachelor degree preferably Business Administration, Accountancy or Finance
- 1 - 2 years experience in an Accounts Receivable role
- Accounting/CPA qualified (preferred)