



JOB DESCRIPTION- ACCOUNTS RECEIVABLE OFFICER

The successful candidate will be a critical member of the team; will be detail oriented and have responsibility for tracking customer accounts. Generating statements, reports, and reconciliation of accounts will also be in the remit.

Responsibilities:

- Customer relationship management,
- Track and monitoring of account receivables
- Handle delinquent customer accounts.
- Process transactions and adjustments on system
- Monitor and track all direct deposit payments to ensure accurate customer identification and validate proof of payment.
- Ensure customer compliance with agreed contract terms & conditions
- Assist with AR reconciliation and general ledger processes.
- Preparing journals for posting.

Qualifications/Experience::

- BSc. in Accounting, Business Administration or related discipline
- 1-2 years' experience in Accounting or related field
- Working knowledge of accounting software including Oracle
- Competent in the use of Microsoft Office suite of applications,
- Keen attention to detail and accuracy
- Sound customer service skills
- Excellent interpersonal and communication skills
- Sound judgment, analytical, and problem-solving skills
- High level of initiative and organizational skills

If you have all the requirements and "Believe in Winning" send your resume and application.

Don't miss an exciting opportunity!