

## **Executive, Accounts Receivables (AR)**

### **Responsibilities:**

- Prepare AR aging reports and update collection status by monitoring account details for non-payment, delayed and other irregularities.
- Ensure that receipts are accurately accounted for and promptly matched against accounts receivable balances.
- Assist in month-end close activities.
- Generate and ensure invoices are sent promptly within billing procedures.
- Monitor and follow-up on collection and outstanding balances to ensure prompt payments.
- Perform bank reconciliations.

### **Requirements:**

- Bachelor's Degree in Finance/ Accountancy/ Business Studies or equivalent.
- Minimum 3 years of working experience in Accounts Receivable function in the finance department.
- Age 26 -30 years old preferably.
- Good communication and interpersonal skills.
- Computer literate especially with Microsoft Excel and Word.
- Ability to organise tasks effectively to meet deadlines.
- Prior Accounting knowledge and experience will be an added advantage.