



# Job Description

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<b>Job Title</b> Accounts Receivable Officer	<b>Job Location</b> Mombasa	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Logistics & Operations
<b>Open to Expatriates</b> Open to Expatriates & Local Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Logistics & Operations: 3 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Account receivable Officer is responsible for following up on all financial transactions related to the company's accounts receivable.

## Responsibilities

- Generate invoices, account statements and ensure timely delivery of invoices to clients
- Follow up on, collect and allocate payments
- Monitor customer account details for non-payments, delayed payments, and other irregularities
- Perform day to day financial transactions, including verifying, classifying, computing, posting
- Report on Aged Receivables plus other ad hoc reporting where applicable
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Support month end reporting process
- Provide accounts information to internal departments and clients
- Communicate with customers via phone, email, mail or personally
- Assist in opening of new client accounts while verifying all the necessary supporting information is in order
- Maintain accounts receivable files and records.
- Report on possible accounts problems to be solved by management
- Any other related duties that may be assigned by the supervisor.

## Education & Qualifications

- A minimum of Bachelors / Diploma in Accounting and Finance
- CPA will be an advantage

## Requirements

- A minimum of three years in similar roles and industry (preferred)
- Ability to establish and maintain good client relationships at all levels
- Ability to reconcile accounts and with attention to detail
- Competency in Microsoft Office especially excel
- General ledger entry and maintenance
- Prior experience with Accounting systems (SAP/SAGE will be an advantage)
- Calm, confident manner to handle potentially uncomfortable conversations · Able to work without supervision yet be part of a

broader team

- Understanding of basic accounting principles, fair credit practices and collection
- Good accounting and local tax law knowledge
- Fluent in English and Swahili

## Characteristics

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Personal Attributes:

- Creativity
- Self-motivated
- Adaptability
- Goal and deadline driven.
- High Level of integrity.

## Driving Licence

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Not Required

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