



Job Description

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Job Title Accounts Receivable Responsible	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Junior	Industry Construction, Finance Services
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 1 Years
Secondary Industry Finance Services: 2 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Accounts Receivable Officer is responsible for collecting invoices as they fall due, timely allocation of customer payments, follow up action on overdue accounts, enforcement of the Credit Control policy and other administrative duties allocated from time.

Responsibilities

- Maintain Customer ledger balances within approved
- Prepare Statements for Debtors.
- Follow up on the Payments from the Debtors.
- Weekly Meetings for Debtors status.
- Customer Visit/Meeting for old outstanding AR along with salesperson.
- Ensure Credit Facility / forms are maintained and updated.
- Monthly Debtors Reconciliation.
- Coordination with banks for collection related issues.
- Check and Review of Travelling voucher expense.
- Posting of Travelling and petty cash voucher after approval.
- Capture all Incoming payments into SAPbyD.
- Daily Sales reconciliation - SAPbyD versus EFD and address all the deviations with customer care department.
- Ensuring all the month prepayment and amortization are posted to the correct centre.
- Ensure that the IC balance is full reconciled and reported into Hyperion on quarterly basis.
- Ensure General Ledger reconciliations are done
- Share Aging reports and other MIS as required.
- Assist on half year stocks reconciliation.
- Any other activities related to accounts receivable.

Education & Qualifications

- Should be proactive to raise queries and be able to provide solutions.
- Good communicator and team player.
- Well versed with Microsoft excel, power point and word.
- Should possess excellent inter-personal skills.
- Good verbal and written communication
- Good in integrity and ethical behaviour

Requirements

- Bachelor's degree
- Minimum two years of experience in similar role
- Strong system and process knowledge, preferably SAP

Characteristics

- Regular and on time attendance
- Will be required to work overtime.
- Overseas travel may be required.

Driving Licence

Not Required

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