



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Officer: Accounts Receivable	Job Location Zanzibar City	Category -
Job Type Full Time	Job level Intermediate	Industry Facilities Management
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Facilities Management: 2 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Officer: Accounts Receivable is responsible for airline billing and management of receivables, ensuring accurate invoicing, timely collections, and proper recording of revenue using enterprise resource planning systems.

Responsibilities

- Prepare and issue invoices to airlines for airport charges, services, and related fees in accordance with applicable tariffs and agreements.
- Monitor outstanding receivables and ensure timely follow-up and collection of payments.
- Record revenue transactions accurately and reconcile receivables with billing and payment records.
- Maintain and update airline and customer account records, ensuring accuracy of billing information.
- Communicate with airlines and customers regarding outstanding invoices and payment status.
- Identify billing discrepancies and coordinate with relevant departments to resolve issues.
- Enter and update billing and receivable data in enterprise resource planning systems.
- Prepare reports on receivables aging, collections, and outstanding balances.
- Ensure billing and receivables processes comply with financial policies and procedures.
- Maintain proper records of invoices, payments, and correspondence with customers.

Education & Qualifications

- Diploma or Bachelor's degree in Finance, Accounting, Economics, or related field.
- ACCA, CPA (Tanzania or equivalent), CIMA, or equivalent is an added advantage.
- Proficiency in both English and Swahili.

Requirements

- 2–4 years' experience in accounts receivable, billing, or finance roles.

- Experience in aviation billing, airport charges, or high-volume receivables environments is an added advantage.

Characteristics

- Knowledge of billing and accounts receivable processes.
- Ability to perform revenue recording and reconciliation.
- Financial data entry and reporting skills.
- Experience using ERP systems for billing and receivables.
- Attention to detail and accuracy.
- Good communication skills.
- Analytical thinking ability.
- Ability to manage deadlines.
- Ability to follow up on collections.
- Ability to coordinate with finance and operational teams.
- Responsiveness to customer queries.
- Ability to resolve discrepancies.

Reporting To

Lead: Accounting & Tax

Driving Licence

Not Required

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