

JOB DESCRIPTION

Title	Accounts Receivable officer
Institute/Department	Revenue Department
Stream	Support Services
Reports to	Principle Revenue Officer
Location/Campus	Kukum Campus

Summary

The Accounts Receivable Officer is responsible for providing financial, administrative and clerical services to ensure effective, efficient and accurate financial and administrative Operations. The duties of the officer are to ensure data processing of invoices, receipts, statements and reconciliation of accounts receivable in Attache' are properly maintained, Ensure accounts receivable records are properly kept and filed and provide timely and accurate accounts receivable reports.

Roles and responsibilities

- To supervise the processing of student and sponsors invoices, receipts and statements in attaché
- Updating, maintaining and interfacing accounts receivable records in attaché
- To prepare monthly reports of accounts receivable in attaché and reconcile
- Liaise and follow up with the fee payers and corporate sponsors
- To prepare monthly accounts receivable statement of account in attaché
- To liaise with Schools and Divisions for fees & charge
- Any Other duties required by Revenue Accountant and Director Finance.

Problem solving and impact

- To resolve problems that affect the financial processes within the division1 Finance Officer (Accounts Receivable) - JD
- To contribute to decisions, that have an impact on other related financial activities in the division
- To provide advice on financial issues such as financial reports and other financial matters.

Resource Management

- To contribute to the overall duties of the department in areas such as financial reporting and reconciling.
- Coordinates and provide professional guidance and advice on appropriate quarterly/monthly reporting.
- To alert the Finance Manager of any outstanding fees
- To contribute to the management of quality, audit and other external assessments

Working Environment

- To balance the competing pressures of knowledge transfer, administrative demands and deadlines. To skillfully work across divisions and functions in the resolution of Financial issues. Measures of Effectiveness
- Financial quarterly/monthly reports are produced on time
- Ensure and follow up on quarterly grant
- Produce quarterly accounts receivable statement of account in attache

Business planning, reporting and management

- Provide monthly work plan on strategies.
- Provide a report on time
- Report to the principal revenue officer in the revenue department.

Minimum Qualification Requirement:

- Must have a Degree + 2 years' post-degree relevant industrial experience OR Advanced Diploma in Finance, Business Studies or Commerce with 4 years relevant finance work experience in an organization.

Experience**Essential:**

- Minimum of Four years of working experience in accounts receivable
- Extensive use of Attaché Accounting System
- Be computer literate in Microsoft Word and Excel
- Have good communication and interpersonal skills.
- Have good awareness of suppliers of and sources for a range of materials and equipment needed by Universities.

Desirable for the position:

- Willingness to work after hours, if requires.
- Experience in collaboration with internal and external stakeholders.
- Previous experience as an account receivable officer or similar role.

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.