

## JOB DESCRIPTION

<b>Title</b>	Accounts Receivable Officer
<b>Institute/Department</b>	Finance
<b>Reports to</b>	Director Finance
<b>Location/Campus</b>	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, receipt, statement 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

#### **Administration and Finance**

To supervise the processing of student and sponsors invoices, receipts and statements in attaché

- Updating, maintaining and interfacing of 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 & charges
- 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
  - To coordinate and provide professional guidance and advice on appropriate quarterly/monthly reporting.
  - To alert the Finance Manager of any outstanding charges.
  - 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.

**Business planning, reporting and management**

- Assist in the compilation of annual budgets
- Supervision of staff in accounts receivable and payable
- Training of staff on the application of Attache' Accounting System
- Prepare monthly and quarterly financial management reports

**Minimum Qualification Requirement:**

Must have Bachelor's Degree in Finance/Accounting or Commerce

**Experience****Essential:**

- A Minimum of Five years of working experience in financial accounting
- Extensive use of Attaché Accounting System
- Highly computer in Microsoft Word and Excel and the use of accounting packages
- Self-starter and ability to work in a high-pressure environment to work deadlines
- Have an excellent command of both oral and written English communications skills
- Have good personal and office organizational management and administrative skills
- Customer-focused and prior experience in supervision of staff

**Desirable for the position:**

- Willingness to work after hours, if requires
- Experience in collaboration with college and industry colleagues
- Have experience in supervision of staff

**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.