

Account Assistant General Manager (Receivable and Payable) M/F (1) post

Job Requirement

- ❖ Bachelor's degree in business, any Master's degree related with applied position.
- ❖ Minimum 5 years experiences in similar position and 8+ years in related fields.
- ❖ Proven experience as Billing Specialist
- ❖ Adherence to laws and best practices in regards to dealing with customers and data
- ❖ Comfortable dealing with numbers and the processing of financial information
- ❖ Excellent knowledge of MS Office (particularly Excel) and ER software (JDE or other)
- ❖ Proficiency in English
- ❖ Results-driven and patient
- ❖ High degree of attention to detail and trustworthiness
- ❖ Previous Experiences and success story is essential to present.
- ❖ Must be willing to travel work extended hours , weekends and holiday

Job Description

- ❖ Pays invoices by verifying transaction information, scheduling, preparing disbursements, and obtaining authorization of payment.
- ❖ Plan and implement quality assurance for all processes
- ❖ Resolves account discrepancies by investigating documentation, issuing stop payments and adjustments.
- ❖ Maintains financial security by following internal accounting controls.
- ❖ Secures financial information by completing database backups.
- ❖ Maintains financial historical records by filing accounting documents.
- ❖ Contributes to team effort by accomplishing related results as needed.
- ❖ Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- ❖ Assume the responsibility of receiving and sorting incoming payments with attention to credibility
- ❖ Manage the status of accounts and balances and identify inconsistencies
- ❖ Issue and bills, receipts and invoices ·
- ❖ Check the validity of debit accounts
- ❖ Update accounts receivable database with new accounts or missed payments
- ❖ Ensure all clients remain informed on their outstanding debts and deadlines
- ❖ Provide solutions to any relative problems of clients
- ❖ Write thorough reports on billing activity with clear and reliable data
- ❖ Verifies accounts by reconciling statements and transactions.
- ❖ Resolves account discrepancies by investigating documentation, issuing stop payments and adjustments.
- ❖ Maintains financial security by following internal accounting controls.