

## CAREER OPPORTUNITY

### ACCOUNTS RECEIVABLE TEAM LEADER

#### **Job Purpose**

The incumbent is responsible for managing the functions of the Accounts Receivable Department in a professional and efficient manner and to ensure all objectives are met. This position reports to the Finance Director.

#### **Key Duties and Responsibilities**

- Ensures that past due balances are kept to a minimum through comprehensive and courteous contact with the Company's credit customers.
- Adheres to the company's formal credit policy.
- Initiates prompt and effective action against all credit accounts considered doubtful.
- Prepares full Bad Debt Report for submission to the Board, complete with explanations and recommendations on provisions and write offs.
- Trains new staff and supervises all Accounts Receivable staff on a daily basis.
- Prepares Aging Reports and Legal Tracker on outstanding customers' accounts with explanation on a monthly basis for Finance meetings.
- Audits all aspects of invoicing, cashing etc. to ensure proper accountability.
- Analyses Open Orders Reports on a monthly basis.
- Addresses all delinquent customers from letters to legal matters on behalf of the company in a timely and effective manner and representing the company in Courts for any legal matters.
- Maintains customer database on VAI to ensure accuracy and updated information.
- Enters and verifies receipts and cash allocations on a daily basis.
- Reconciles control accounts in the GL on a monthly basis.
- Arranges all Finance duties concerning Warehouse Sales.
- Assists in other duties assigned by the Finance Director.
- Any other related responsibilities assigned by Management.

#### **Academic Qualifications, Experience and Soft Skills**

- A minimum of five (5) CXC or GCE O' Level passes inclusive of English Language and Mathematics.
- CAT Level III or ACCA Level II.
- A minimum of five (5) year's experience in a similar environment.
- Proficiency in the Microsoft suite of products with knowledge of accounting packages.
- Excellent communication skills both oral and written.
- Team Oriented.
- Excellent interpersonal skills.
- The ability to work in a fast paced environment with minimal supervision.
- 

**All applications are to be submitted no later than September 29<sup>th</sup>, 2021:**

E-mail: [hr@ftfarfan.com](mailto:hr@ftfarfan.com)

Please specify "Accounts Receivable Team Leader" in the subject

OR

Human Resource Department

F.T. Farfan Limited

3-5 Ibis Avenue

San Juan