



The Leader for Quality Healthcare Equipment, Supplies & Service ....For Quality Healthcare

## **CAREER OPPORTUNITY**

### **Accounting Officer, Receivables**

#### **Job Summary:**

Manage accounts receivables; monitor G.C.T. certificates; support the accounts department..

#### **Core Responsibilities:**

- To manage the company's accounts receivable function
- To monitor all customer account
- Prepare and submit proforma invoices and statement as required.
- Post receipt payments. Generate account receivables reports
- Record and monitor G.C.T. transactions and certificates.
- Prepare bank lodgements. Participate in periodic stock counts.
- Monitor customers account details for non-payments, delayed payments, customer deposits, irregularities and other transactions
- Produce accurate, timely, and valuable work.

#### **Job Requirements:**

- Diploma in Business Administration; or AAT/CAT – Level 3 or ACCA – Level (1), and five (5) years related experience; or Bachelor degree with emphasis in Accounts, and two (2) years related experience.
- Sound knowledge of accounts receivables
- Must have good accounting background. Pay attention to details
- Must have a valid driver's license, and own a reliable motor vehicle
- Strong interpersonal and communication skills.
- Has a high degree of integrity and confidentiality
- Competent using Microsoft Office/Libre Office suite, document and spreadsheet.
- Good team player with ability to work under pressure
- Fast learner and ability to meet tight deadlines.

**We offer an attractive compensation and benefits package.**

Please submit application letter and resume by email to: [hrm.jamhosp@gmail.com](mailto:hrm.jamhosp@gmail.com)

**Email subject must be: Accounts Receivables**

Only shortlisted candidates will be contacted.