

Accounts Officer, Receivables.

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Company: Dangote Group

Location: Douala

Category: office-and-administrative-support

Job Summary

Provides financial, administrative and clerical support by ensuring the company receives payments for goods and services and properly records the transactions by posting receipts and resolving discrepancies according to established policies and procedures in an efficient, timely and accurate manner.

Key Duties and Responsibilities

Post customer payments by recording cash and credit card transactions and entering them into the general ledger on an accounting Software.

Update receivables by totaling unpaid invoices.

Clear customer's account, Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

Enter data on invoices; ensure proper coding on documents.

Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity.

Protect organization's value by keeping information confidential

Maintain accounts receivable customer files and records.

Develop a recovery system and initiate collection efforts.

Research and resolve payment discrepancies.

Perform other accounting tasks, and participate in accounting projects.

Support Management by distributing timely and accurate Accounts Receivable information.

Requirements

Education and Work Experience

Bachelor's degree in Finance, accounting or any business-related field.

Minimum of 02 years work experience in managing Accounts Receivable activities.

Skills and Competencies

Ability to calculate, post and manage accounting figures and financial records.

Excellent communication, research, problem solving and time management skills.

High level of accuracy, efficiency and accountability.

Attention to detail and confidentiality.

Ability to build relationships with clients and internal departments.

Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs.

A good mastery of SAP.

Excellent data entry skills

Effective verbal, listening and written communication skills.

Effective organizational, stress and time management skills.

Demonstrates a sense of urgency and ability to meet deadlines.

Ability to work independently or as a team member.

Customer service and negotiation skills.

High level of integrity.

Benefits

Private health insurance

Paid time off

Training & Development

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