

## JOB DESCRIPTION

<u>DEPARTMENT</u>	:	ACCOUNTS
<u>JOB TITLE</u>	:	ACCOUNTS RECEIVABLE CONTROLLER
<u>JOB GRADE</u>	:	C
<u>DATE ANALYSED</u>	:	October 2018

### PRIMARY PURPOSE OF THE JOB (SUMMARY)

To ensure the timeous collection of the company's debtors' book in order to optimise cash flow, minimize risk and reduce outstanding debtor's book to an acceptable level. To ensure the company policies and procedures are adhered to in respect of handling debtor accounts.

### QUALIFICATION AND RELEVANT EXPERIENCE REQUIRED

- Grade 12
- BS degree in Finance, Accounting or Business Administration (will be an advantage)
- 5 years Debt Collecting or Account Receivable working experience
- Significant, first-hand experience operating spreadsheets and accounting software (e.g. Pastel Accounting)

### KEY PERFORMANCE AREAS

- Reliably executing the timely sending of bill reminders and contacting clients to facilitate payment of invoices due
- Accurate processing of accounts and incoming payments
- Maintaining compliance with financial policies and procedures
- Consistently performing all day-to-day financial transactions, including reliably and accurately verifying, sorting, calculating, posting and recording the department's data
- Detail-oriented computation and organization skills to ensure reconciliation of the accounts receivable ledger, verifying that all payments are accounted for accurately and properly posted

- Ability to process and scrutinize data to verify any discrepancies within the system
- Problem solving skills to ensure the resolution of any client’s billing issues
- Generating financial statements and reports clearly detailing accounts receivable status

**SKILLS & COMPANTANCIES**

The incumbent must demonstrate the following skills:

- Reliable, solid understanding of industry standards including basic accounting principles, fair credit practices, and collection rules and regulations
- Meticulously accurate abilities to calculate, post, and manage necessary accounting figures and financial records
- Exceptional data entry skills and aptitude for working with numbers
- Excellent English language skills, both written and verbal
- Well versed in customer service and negotiation skills
- Highly detail oriented thinking and proven accuracy

I,..... herewith declared that the above description is a true reflection of the actual job.

Agreed by job incumbent .....

.....	.....	.....
<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
.....	.....	.....
<b>DIRECT SUPERVISOR</b>	<b>SIGNATURE</b>	<b>DATE</b>
.....	.....	.....
<b>MANAGING MEMBER</b>	<b>SIGNATURE</b>	<b>DATE</b>