

3. Executive – Account Receivable

Job Summary:

- Responsible for posts customer payments by recording cash, cheque, and credit card transaction also posts revenues by verifying and entering transactions from the lockbox and local deposits.
- Updates receivables by totalling unpaid invoices.
- Maintains records by microfilming invoices, debits, and credits.

Job Responsibilities:

- Invoices to churn on a timely basis. Submit a summary listing of all invoices to HOD for verification purposes.
- Ensure all invoices distributed accordingly on a timely basis.
- Issue progress claims invoices for all contracts and follows up with the technical department for proper backup documents.
- Follow-up all outstanding receivables.
- Issuing the Credit and Debit Note for certain overcharged/undercharged bills and process adjustments.
- Issuing statement of account on monthly basis.
- Issuing reminders letter via email to all debtors exceeds 30 days aging.
- Ensure a proper monthly report issued on a timely basis.
- Update and maintain customer database for follow-up purposes ie: billing address, contact person, telephone no., and e-mail address.
- Performs other related duties as assigned.

Job Requirements:

- Candidate must possess at least a Diploma / Bachelor's Degree in Finance, Accounting, or equivalent. Possess a professional certificate in ACCA / CIMA / CA / CPA.
- Member of Malaysian Institute of Accountants (MIA) is an added advantage.
- At least 2 year(s) of working experience in a Finance or Accounting position.
- Experience working in the public listed and telco industry would be an added advantage.
- •Good in Computer skills (MS Word, Excel, and Powerpoint)
- Possess basic knowledge in accounting software will be an added advantage and familiar with basic accounting principles.
- Strong interpersonal and communication skills as well as the ability to maintain professionalism under pressure.
- Great organizational skills, systematic thinking, accuracy, and attention to detail.
- Ability to handle potential tense interactions with clients via phone, e-mail, and in-person.
- Ability to multitask and motivated.
- Good command of written and spoken English and Bahasa Malaysia.
- Able to start work immediately would be an added advantage.