

CAREER OPPORTUNITY

ACCOUNTS RECEIVABLES CLERK

JOB SUMMARY

The Accounts Receivables Clerk performs a range of clerical and accounting support functions in the organization.

EDUCATION

- a) ACCA Level 2/CAT or its equivalent.
- b) Minimum five (5) CXC Subjects including Mathematics and English.

EXPERIENCE

- a) 2-3 years' experience in the accounting field
- b) Knowledge of General Accounting Practices

COMPETENCIES

- a) Excellent analytical skills.
- b) Attention to detail and accuracy.
- c) Team player.
- d) Creative under pressure.
- e) Excellent organizational and interpersonal skills.
- f) Reasoning ability, mathematical ability, and logical thinking skills.
- g) Strong customer service skills.
- h) Prioritizing skills.
- i) Excellent inter-personal.
- j) Good communication skills (both oral and written).
- k) Strong problem-solving skills.
- l) High level of integrity, confidentiality, and dependability with a strong sense of urgency.
- m) Must be results-orientation.
- n) Highly Computer Literate (Microsoft Office) and willingness to learn other software.
- o) Detail and goal oriented.
- p) Strong ability to multi-task.
- q) Positive work attitude.

FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- a) Maintains accounting records by keeping copies and filing of documents.
- b) Responsible for archiving of accounting documents annually.
- c) Responsible for the filing of customers invoices.
- d) Reconcile customer statements for assigned customer listing.
- e) Send monthly customer statements to assigned customer listing.
- f) Issuing of petty cash and preparation reimbursement letters for Point Lisas offices to send to the bank
- g) Follow up on assigned outstanding customer balances that are nearing or have exceeded their credit period or limit.
- h) Assists the Credit Control Supervisor with the preparation of proforma invoices, information for the subsequent receipts report and following up on payments.
- i) Handle and track customer/AR account queries. Update status in excel shared worksheet daily.
- j) Timely posting of deposits/payments/credit notes for customer accounts onto the AR subledger.
- k) Assist with reference checks for customers applying for credit facilities.
- l) Provide assistance with pre-qualifications and tenders as it relates to the financial aspect.
- m) Reports all non-conformities in the process that may result in a loss to the company.
- n) Identify threats and opportunities to reduce collections delays.
- o) Main point of contact for Finance Department between Point Lisas Office and South Office (receiving and forwarding documents, etc.)
- p) Scanning of Invoices and supporting documentation as required.
- q) Updating Proforma Log tracker, deposit bag log, receipt book log, etc.
- r) Monthly Cash collection projections.
- s) Assist with retrieving legacy information from files archived in various locations.
- t) Assist with any month end reporting.
- u) Uploading of customer invoices through various portals as assigned.
- v) Protects the organization's value by keeping information confidential.
- w) Assist in any other way required to ensure the efficient running of the Accounts Department.
- x) Performs any other duties as directed by Management.

ACCOUNTABILITY

The Accounts Receivables Clerk reports directly to the Credit Control Supervisor and Finance Director.

Applications must be emailed to talent@roscopro.com by Monday 4th August, 2025 or hand delivered directly to the office of the HRM; Point Lisas location.
Please include email Subject: ACCOUNTS RECEIVABLES CLERK