



## Job Description

### **Position Title – Account Receivable and Asset Officer**

#### **Purpose of the Position**

The Account Officer – Receivable and Assets is responsible for managing accounts receivable functions and maintaining accurate records of company assets. This role ensures timely collection of receivables, proper asset tracking, compliance with accounting standards, and accurate financial reporting.

#### **Key Relationships**

Responsible to: Head of Corporate Services and Manager Finance.

#### **Key Responsibilities**

##### **Accounts Receivable**

- Manage and maintain accounts receivable ledger.
- Prepare, issue, and record customer invoices accurately and on time.
- Monitor outstanding receivables and follow up on overdue payments.
- Reconcile customer accounts and resolve billing discrepancies.
- Prepare aging analysis and receivable reports for management.
- Coordinate with sales and operations teams regarding billing and collections.

##### **Asset Management**

- Maintain and update the fixed asset register.
- Record acquisition, depreciation, transfer, and disposal of assets.
- Ensure assets are tagged and tracked according to company policy.
- Conduct periodic physical verification of assets and reconcile with records.
- Calculate and record depreciation in compliance with applicable accounting standards.

##### **Reporting & Compliance**

- Assist in monthly, quarterly, and annual financial closings.
- Support internal and external audits by providing the required documentation.
- Ensure compliance with company policies and relevant accounting regulations.
- Prepare supporting schedules and reports related to receivables and assets



## General Accounting

- Post journal entries related to receivables and fixed assets.
- Assist in bank, ledger, and balance sheet reconciliations.
- Perform other accounting and finance-related tasks as assigned.

## Selection Criteria

### Qualifications

- Diploma in Accounting, Finance, or a related field
- Strong knowledge of Xero System (prefer)

### Experience

- Relevant experience in accounts receivable and/or asset accounting.
- Strong knowledge of accounting principles and financial reporting.
- Proficiency in accounting software and MS Excel
- High attention to detail and strong analytical skills.
- Good communication and interpersonal skills.
- Ability to work independently and meet deadlines.

### Skills and Competencies

- Knowledge of local tax and financial regulations.
- Prior experience in audit support and asset verification.
- Accuracy and attention to detail
- Time management and organization
- Problem-solving skills
- Professional integrity and confidentiality

## Remuneration

- Salary: SAT\$20,000.00 per annum