



# JOB PROFILE

<b>Job Title:</b>	Accounts Receivable Clerk
<b>Department:</b>	Finance Department
<b>Reporting to:</b>	Credit & Collection Supervisor

<b>Territory:</b>	Suriname
<b>Pay Group:</b>	Administrative / Support
<b>Date:</b>	5 March 2024

## JOB SUMMARY

The Accounts Receivable Specialist/Clerk is responsible for monitoring and managing the company's accounts receivable, ensuring that payments are received on time, accurately recorded, and properly applied. They play a crucial role in maintaining positive customer relationships and supporting the company's financial operations.

## KEY RESPONSIBILITIES

- **Invoicing and Billing:** Prepare and issue invoices to customers accurately and in a timely manner. Verify that invoices are complete, approved, and comply with contract terms.
- **Customer Relations:** Respond to customer inquiries and address payment-related issues and discrepancies promptly and professionally. Work with customers to resolve outstanding payment disputes and negotiate payment plans if necessary.
- **Aging Reports and Collections:** Monitor and manage accounts receivable aging reports to identify overdue accounts. Initiate collections efforts, send reminders, and follow up with customers to collect outstanding balances.
- **Reconciliation:** Reconcile customer accounts, resolve unapplied payments, and investigate discrepancies. Collaborate with other departments to resolve issues related to invoicing or payments.
- **Credit and Risk Assessment:** Assess and review customer creditworthiness and payment history. Recommend credit limits and terms for new and existing customers.
- **Record Keeping:** Maintain accurate records of all accounts receivable transactions. Prepare and maintain aging reports, cash receipts journals, and related documentation.
- **Reporting and Analysis:** Assist in preparing financial reports and analysis related to accounts receivable. Provide regular updates on the status of receivables to management.
- **Process Improvement:** Identify and recommend process improvements to enhance efficiency in the accounts receivable process. Streamline and automate billing and collection procedures when possible.

## OTHER DUTIES AND RESPONSIBILITIES

- Assist with year-end audit requests.
- Execute accurate reporting, filing, and database management in multiple systems.
- Secure financial information by conducting database backups and maintaining strict confidentiality.
- Any other related/similar duties assigned.

## REQUIREMENTS

- Diploma (or equivalent) in finance or accounting
- Minimum One (1) of experience in clerical accounting
- Experience with financial software
- Good communication and interpersonal skills
- Good planning, organizing, and time management skills.
- Ardent learner capable of learning new technologies

## BEHAVIORAL COMPETENCIES

- Focused on customer satisfaction.
- Accepts accountability and responsibility.
- Willing to go beyond the call of duty.
- Need to be focused, self-motivated, results-oriented, and display enthusiasm for the job.



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- Must be a team player to foster the commitment of customers, suppliers, and colleagues to achieve objectives.
- Continuously strive to achieve the objectives of the unit despite internal challenges.
- Strive to ensure good corporate governance and good business ethics in job performance.

## KEY CONTACTS

- Internal - Team members  
Other Business Unit members
- External - External customers and suppliers

## WORKING CONDITIONS AND PHYSICAL DEMANDS

- May be required to work long hours or overtime when necessary.



Disclaimer:

*A job description is a general outline of the purpose, duties, responsibilities, and requirements of a position at a particular point in time and can therefore be modified at management's discretion.*

*It is not meant to list ALL duties of a position, nor remain a static document.*

*Please sign in the space provided hereunder as an indication of your acceptance of the above-mentioned terms and conditions.*

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date