



We are hiring Accounts Receivables Officer

At Wormald, we rely on a meticulous financial system to drive business forward. Our accounts receivable department keeps that system running smoothly by managing cash influx, and collecting payment from clients. We're searching for a skilled financial specialist to join our accounts receivable team to help process, track, and record payments in an accurate, efficient, and timely manner. The accounts receivable specialist will have both a day-to-day and ongoing impact on financial transactions, keeping us on track, on time, and on good terms with our valued partners.

Objectives of this Role

- Support the company in optimizing our financial transactions and systems by performing reconciliation of payments and customer accounts
- Communicate discrepancies to management team, identify slow-paying customers, and recommend collection candidates
- Strengthen and grow relationships with clients by communicating with customers regarding past-due accounts
- Assist in streamlining and improving the accounts receivable process identifying areas of performance improvement
- Exercise integrity and confidentiality in financial reporting, and comply with federal, state, and local financial requirements

Daily and Monthly Responsibilities

- Gather and verify invoices for appropriate documentation
- Maintain accounts receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared
- Perform daily cash management duties, including the recording of bank deposits, updating and distribution of cash receipt logs, and posting of cash to the accounts receivable sub-ledger
- Monitor and collect accounts receivable by contacting clients via telephone, email, and mail
- Prepare analytical and ratio analysis in relation to A/R for management to gain a better understanding of how collection efforts are progressing
- Support other accounting and finance team members with cash management

Skills

- Understanding basic principles of finance, accounting, and bookkeeping
- Superb time management and detail
- Proficiency with Microsoft Office (Excel, Word, Outlook)
- Ability to keep company and partner confidences
- Proficient at commonly use accounting ERP systems.

Preferred Qualifications

- Diploma in Finance/Accounting
- Strong mathematical skills
- Prior experience in accounts receivable
- Experience in driving process improvement

Please submit your application and resume stating the qualifications and experience to the under-mentioned no later than **17th December, 2021**.

“Vacancy- Accounts Receivables Officer”

Manager Corporate Services and Human Resources

P. O BOX 1319

Suva

Or email to: recruitment@wormaldfj.com

Or

Drop off applications at 9 Raiwasa Rd, Samabula Mon- Friday (9.00am-3.00pm).

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