

Agency: Medium, Small and Micro Enterprises Agency
Post Title: Accounts Receivable Specialist
Job Type: Full Time
Salary: Negotiable

Tasks:

- Processing, verifying, and posting receipts for services rendered.
- Researching and resolving account discrepancies.
- Processing and recording transactions.
- Maintaining records regarding payments and account statuses.
- Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up-to-date.
- Working with the collections department to review accounts, client payments, credit history, and develop new or better repayment terms.
- Performing administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork, and contacting clients to discuss their accounts.
- Generating reports and statements for internal use.

Required skills:

- Bachelor's degree in (Finance or Economics / Business Studies / Accounting)
- Maximum Experience is 3 years
- Attention to detail and data entry
- High level of accuracy, efficiency, and accountability
- Ability to build relationships
- Basic knowledge of common computer applications e.g., MS Word, MS Excel, MS PowerPoint, etc. to prepare reports, memos, summaries, and analyses.
- Problem solving, decision making
- The ability to work under pressure and working as a team member.

Qualified candidates are encouraged to submit their CV's within two weeks to e-mail address recruitment@sfdegypt.org (Mentioning in the subject **Accounts Receivable Specialist**)