

Accounts Receivable Specialist

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Company: Pipecare Group

Location: , , Pakistan

Category: business-and-financial-operations

PipeCare Group of companies has been helping the customers ensure the integrity of their pipeline and facility assets for over 20 years. PipeCare Group is looking for an experienced Accounts Receivable who will be responsible for ensuring proper invoicing and collection of the organization. The primary focus of the job involves gathering outstanding payments from clients for services that have already been provided but remain unpaid.

Key Responsibilities & Authorities

- Ensure all monies due are collected promptly
- Report and monitor any deviation from the outlined credit standards by LS customers
- Ensure accurate and timely invoicing
- Daily collection report (CDC + PDC) should be prepared and send to Group FM and Treasury
- Ensure all cash received are properly applied via proper management of all cash applications
- Ensure all customers have access to standard templates designed by the company for invoicing credit remittance
- Manage and establish all limits of customers, while conducting credit check on the customers
- Maintaining the necessary files and records including all documentation related to the customers (agreement copy, trade license, credit application form, others)
- Compile recommendations towards improving collection and invoicing qualities
- Report on daily basis: invoice adjustment, cash receipt, aging totals, and invoicing totals.
- Keep company information confident towards protecting the company's values in the public's view
- Posts monthly transactions to maintain company's account ledgers
- Monthly sending statement of account to all customers
- Monthly accounts receivables reconciliation to make sure the accounts tally.
- Adhere strictly to company's internal account control by maintaining outlined financial security
- Develop company's AR budgets and plan.
- Reviewing and updating weekly the collection report and to be compare it with the targeted plan/cash flow.
- Weekly

report to be raised to Finance Manager related to the invoicing, collection, uncollectable balances, etc. Skills/Experience: Bachelor Education in Finance Five years of experience in credit and collections preferably in an Oil and Gas industry Superior spreadsheets skills and a good knowledge of Microsoft Excel. Knowledge of accounting software is a plus. Managerial skills and experience are a must.

#J-18808-Ljbffr

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