

https://eastman.com.ph/job/accounts-receivable-specialist/

# Accounts Receivable Specialist

### **Description**

An Accounts Receivable Specialist is responsible for the preparation, verification, and records of customer payments and transactions related to accounts receivable. Creates invoices according to company practices; submits invoices to customers. Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.

#### Qualifications

- Candidate must possess at least a Bachelor's Degree in Accounting / Banking and Finance or its equivalent work experience.
- Minimum of one (1) to two (2) years of working experienced employee specialized in Finance, Credit, Banking, General/Cost Accounting, or a similar field.
- Remarkable skills in General accounting / Accounts Receivable within the machinery equipment and supplies merchant industry is a plus.
- Highly adept in various Enterprise Resource Planning (ERP) and Microsoft Applications.
- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data.
- Prepare bills, invoices and bank deposits.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies and resolve clients' billing issues.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate financial statements and reports detailing accounts receivable status.
- · Productive in an environment of targets and deadlines; AND
- Handles accounting data and information with the utmost confidentiality.

### Hiring organization

Eastman Industrial Supply Inc.

## **Employment Type**

Full-time

#### **Job Location**

One Park Drive Building, 11th Drive, corner 9th Ave, Taguig, 1630 Metro Manila, Philippines

## **Date posted**

July 11, 2023