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

Accounts Receivable Specialist

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

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.