



SCJ HOLDINGS LIMITED

A Land Management Agency of the Government of Jamaica

Applications are invited from suitably qualified persons with strong analytical skills, awareness of workplace safety, ability to multitask with effective time management skills to fill this position:

CAREER OPPORTUNITY

JOB TITLE:	Accounts Receivable Officer
DEPARTMENT:	Finance
REPORTS to:	Directly to Accountant and Indirectly to Assistant Accountant Receivables

JOB PURPOSE

The Accounts Receivable Officer is responsible for the collection process to minimize delinquent accounts and to ensure all payments are received.

KEY OUTPUTS

- Customer collections list prepared, maintained and submitted.
- Customers/lessees and stakeholders contacted.
- Customer documents (payments, invoices, contracts etc.) reviewed.
- Be able to prepare customer statements as per customer profile
- Be able to generate receipts promptly.
- Reports prepared.

KEY RESPONSIBILITY AREAS

Technical Responsibilities

- Prepares and maintains customer collections listing in collaboration with the Senior Accounting Officer and the Accountant.
- Posts and applies payments to customer account
- Communicates with delinquent customers/lessees regarding outstanding payments.
- Sends list of delinquent customers to the Legal Department for legal action when necessary.
- Coordinates with Operations and Legal Departments in reviewing customer payments, invoices, collections and contracts.
- Ensures that receipts are generated as and when funds are received.
- Liaises with customers and all stakeholders as and when needed.
- Maintains precise records of all incoming payments.
- Prepares and sends invoices to clients.
- Consistent calling of clients as needed to ensure payment of outstanding invoices.
- Reconcile any irregularities in receipts.
- Actively investigates and resolves irregularities in both incoming receipts.
- Managerial/administrative responsibilities
- Prepares reports as required on the status of delinquent customers.

Other Responsibility

- Any other related duties that may be assigned.

PERFORMANCE STANDARDS

- Customer collections list prepared, maintained and submitted in accordance with the Department's protocols and within agreed timelines.
- Customers/lessees and stakeholders contacted within the stipulated timelines.
- Customer documents (payments, invoices, contracts, etc.) reviewed to ensure compliance.
- Receipts accurately generated and within agreed timelines.
- Reports accurately prepared within agreed timelines.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

May be required to work beyond normal working hours.

REQUIRED COMPETENCIES (CORE/TECHNICAL)

- Familiarity with industry-standard accounting software, such as Great Plains Microsoft
- Relevant experience using modern communication systems, including email and phone systems
- Expert-level experience using productivity tools, such as Microsoft Office Suite
- Strong communication skills and the ability to handle potential tense interactions with clients
- A desire and ability to work collaboratively with others to accomplish daily goals.

Core

- Good oral and written communication skills
- Good interpersonal skills
- High levels of integrity and confidentiality
- Good critical thinking and analytical skills
- Proficient in Microsoft Office Suite and the relevant computer applications

Technical

- Good knowledge, of Receivable Management.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree in Accounting
- At least two years' work experience in a similar role.

Interested persons must forward their Applications and Resumes no later than **Monday, February 26, 2024 to the:**

**The Director, HRM, Admin & Community Relations, SCJ Holdings Limited
Lot 12, Innswood, Old Harbour Road, Spanish Town P.O., St. Catherine
Email: jobs@scjholdings.gov.jm; Tel: 876-618-5890 or 876-618-5863**