

## Accounts Receivable at Corporate Staffing

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

### Job Description

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Corporate Staffing Services is a leading recruitment agency in Kenya providing complete recruitment services. In the last ten years we have been partners to local and foreign businesses looking to hire Kenyan professionals. We have recruited for diverse clients in different sectors and industries.

### Key Responsibilities

Quick and proper allocation of customer receipts into customer accounts maintaining a clean aging statement by customer.

Timely posting of customer claims for allowances & discounts and ensuring customers utilize them.

Reconciliation of the customer accounts.

The debtors aging analysis report is reviewed weekly and monthly.

Follow up on nearing due and past due invoices as per credit policy through email and phone calls.

Update weekly cheque collections tracker and ensure all cheques are diligently banked when due.

Facilitate collections from overdue accounts.

Maintain accounts receivable files and records.

Onboarding of new customers ensuring that all KYC and due diligence is performed.

Customer visits.

Debt collection; performing follow-ups.

Assist in stock take and ensure reconciliation is signed off.

## Requirements

Minimum CPA 2

2 years of experience in Accounts receivable in a Manufacturing or Dairy setup is a must.

Experience using Excels

Understanding of Accounting Principles & Standards.

Planning and Organizing Skills.

Effective Decision Making.

Teamwork and strong communication skills.

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