



**CAREER OPPORTUNITY
CREDIT & COLLECTION OFFICER
FINANCE DEPARTMENT**

JOB SUMMARY: - This position is responsible for customer credit and collection and reducing the reducing the accounts receivables balance.

KEY DUTIES AND RESPONSIBILITIES: -

- Conduct credit checks on new and existing customers,
- Distribute invoices to customers,
- Produce and maintain aged accounts receivable listing,
- Meet set target of the collection amount for the month,
- Performs active phone calls and visits to customers to follow up on the overdue invoices,
- Set up collection meetings,
- Keep track of assigned accounts to identify outstanding debts,
- Plan course of action to recover outstanding payments,
- Negotiate payment deadlines,
- Investigate and solve discrepancies,
- Update account status and database regularly,
- Alert manager of all unwilling customers', when necessary,
- Collection of outstanding payments,
- Preparation of delinquency notice on all Delinquent Accounts,
- Follow through delinquent accounts to management for litigation,
- Prepare monthly reports and filing of correspondence for future reference, when necessary,
- Ensure customers file are accurate and complete,
- Assist with year-end audit procedures,
- Respond to general enquiries from staff and customers,
- Other duties as assigned.

QUALIFICATIONS: -

- Minimum of an associate degree in Business, Accounts, Finance or Management or related area
- Three years' experience in a similar position including direct public contact
- Dynamic, highly energetic individual with the ability to work independently
- Excellence Phone Etiquette
- Analytical, problem-solving, and effective communication and interpersonal skills
- Ability to handle multiple tasks, interact professionally with customers and staff
- Adept at operating in a computerized PC based financial environment including the utilization of integrated financial accounting system software and hands-on experience with standard office automation software.

Resumes with certificates should be forwarded via email to people@nas.bs on or before **December 1, 2021**. Only short-listed candidates will be contacted.