



We invite all suitably qualified candidates to apply for the post of **Accounting Officer Receivables (FMG/PA1)** (\$3,501,526 - \$4,709,163) per annum.

Job Purpose

The incumbent is responsible for the General Ledger related activities of the JSEZA Finance Unit.

Strategic Focus

- To ensure the integrity on the JSEZA General Ledger and sub-ledgers, and that the accounting for JSEZA's business transactions is in conformance with GOJ Accounting Standards, IAS (International Accounting Standards) and IPAS (International Public Sector Accounting Standards) and meet the guidelines for quality in relation to the preparation of monthly, quarterly, and annual audited financial reports.
- To improve productivity, assess value and performance while enabling communication between purchasers and suppliers.

Qualifications & Experience

- Bachelor's degree in the Business Administration, Finance, Accounting, or a related field
- Pursuing an internationally recognized accounting designation (CA, CPA, CMA, ACMA, ACCA, CGA)
- Minimum of 3-5 years' experience in the accounting field with experience in a supervisory role
- Hands on experience in the use of IT based integrated Accounting and reporting application and payroll processing and reporting systems.

Knowledge

- Knowledge in the use of accounting packages (ACCPAC, FINMAN, Dynamics, or similar Enterprise multi-user application) where business users in discharging their accountabilities are affecting accounting transactions.
- Highly computer literate and excellent knowledge of typical Microsoft Office products (Excel, Word, PowerPoint, Outlook).

Job duties and Responsibilities

To ensure the integrity on the JSEZA General Ledger and sub-ledgers, and that the accounting for JSEZA's business transactions is in conformance with GOJ Accounting Standards, IAS (International Accounting Standards) and IPAS (International Public Sector Accounting Standards) and meets internal service standards.

- Accrues liabilities and related expenses incurred during an accounting period and not reflected in the books and checks that end of period accruals reverse at the beginning of the next period.
- Monthly reviews balance sheet account reconciliations (including bank reconciliations) that have been assigned as per an approved schedule and ensures that correcting entries identified in the previous period have been affected.
- Identifies non-compliance with standards and escalates to Supervisor.
- Ensure accuracy and completeness of billing information, including proper coding, pricing, and terms.
- Monitor outstanding invoices and follow up with customers to facilitate prompt payment.
- Reconcile accounts receivable ledger to ensure all payments are accounted for and properly documented.
- Assist in preparing periodic financial reports, including aging analyses, cash flow projections, and accounts receivable metrics.
- Provide accurate and timely data for management reporting and decision-making purposes.
- Ensure compliance with government regulations and organizational policies regarding billing and accounts receivable.
- Maintain proper documentation of billing records, payment receipts, and correspondence with customers.
- Assist in audits by providing supporting documentation and explanations related to accounts receivable activities.
- Serve as a point of contact for customer inquiries related to billing and accounts receivable.
- Monitors personal achievement of tasks and targets and completes individual Performance self-assessment within specified time frame.
- Maintain, and communicate the Standard Operating Procedures to ensure compliance with the Quality Management System.
- Communicate requirements specified by the Organization to contractors or suppliers.