



Job Description

POSITION:

Account Clerk

ROLE:

Reports directly to the Group Finance Manager. Directly responsible for performing daily operations data entry and related duties in posting accounts transactions.

RESPONSIBILITY:

1. Contributing to the overall achievement of Finance and Admin department KPIs.
2. Performing day to day transactions including verifying, classifying, computing, posting and recording accounts data in an accurate and timely manner.
3. Review, prepare and send the invoices to clients.
4. Liaising with internal/external sales and operations representatives/external representatives as necessary to complete duties.
5. Supervising the petty cash account ensuring that all disbursements are done with proper invoice and/or receipts.
6. Processing supplier/debtor invoices in a timely manner.
7. Preparing payment vouchers, and compiling invoice, cheques, statement of accounts and other records for final approval.
8. Post data to Quickbook Online accounting system and reconcile customer payments.
9. Ensure the quality of financial data (integrity and accuracy) in the accounts systems.
10. Reviewing current cash balances with the Finance Group Manager to ensure sufficient funds prior to releasing payments.
11. Processing the approved purchase requisition and expediting the procurement process.
12. Receive and fill out receipts for customer payments, whether by cash, cheques and other forms of payment.
13. Review all credit balances, refunds, and adjustments and apply adjustments to billing records.
14. Form collection strategies with other sales & operations representatives to make timely payments.
15. Investigate collection problems and advise customers on outstanding and late accounts.
16. Investigate and resolve billing discrepancies.
17. Tracking purchase orders and invoices received from suppliers and contractors.
18. Maintaining a filing system for all financial documents in a clear and easily accessible manner.
19. Manage petty cash funds.
20. Manage daily collections (cash and cheques), reconcile the data and ensure its accuracy.
21. Collaborate with the Finance and Admin Group Manager to maintain collection objectives weekly/ monthly.
22. Assists in other duties as needed and directed.

QUALIFICATION & EDUCATION REQUIREMENT:

1. Preferably minimum 2 years working experience in related field.
2. Minimum HND or equivalent.

PREFERRED SKILLS:

1. Effective communication and presentation skills.
2. Knowledge in office automation and accounting software/ system.
3. Able to meet deadlines.
4. Able to thrive in a fast-paced environment and work well under pressure.
5. Must have strong attention to detail and excellent mathematical skills.