

POSITION DESCRIPTION

POSITION TITLE	Accounts Receivable Executive
EMPLOYER	Stamford American International School
LOCATION	11 Lorong Chuan Singapore
EMPLOYMENT STATUS	Full time
REPORTS TO:	Senior Accountant
NUMBER OF REPORTS/SUBORDINATES	None

KEY RESPONSIBILITY

The Accounts Receivable Executive is responsible for managing all invoicing, billings, collections and communications regarding payments relating to the School’s enrollments and invoices.

RESPONSIBILITIES

Accounts Receivable

- Preparing and posting of school invoices and receipts in “Engage” (a Management Information System).
- Recordkeeping for all income including credit card transactions.
- Recordkeeping for all non-fee income and matching these to associated costs. Raise invoices for all non-fee income.
- Maintain a school invoice fee database on excel.
- Monitor and follow up any issues with Engage.
- Preparing supporting schedules for the monthly accounting pack.
- Assist in analyzing relevant data for the preparation of the weekly flash report.
- On a monthly basis, download fee and receipt transactions from Engage to Excel and check for any errors and make any necessary corrections in Engage.
- Post journals to record school fee invoices and receipts into SAGE (monthly) from Engage.
- Credit control. Run debtors aging report for late payers weekly and send reminders on overdue accounts.
- Following department procedures including maintenance and security of financial records.

Budget/Management Reporting/Financial Reporting

- Prepare schedules to support preparation of the statutory financial statements.

General

- Ensuring confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity
- Abide by and facilitate adherence to all applicable laws, rules, regulations, policies, and procedures: maintain professional ethical standards; maintain high level of professional development/knowledge.
- Other duties assigned by the Senior Accountant or Director of Finance or other members of executive management.

KNOWLEDGE, SKILLS AND ABILITIES:

The range of accountancy and financial skills necessary to carry out the responsibilities in the job description include:

- A least 3 years working experience, including bookkeeping experience.
- Experienced in use of Word, Excel spreadsheets and databases, Email and Internet,
- Experience with UBS/Sage accounting system is a plus.
- Excellent communication skills – oral and written (English)
- Good interpersonal skills

PERSONAL QUALITIES

Thorough, excellent eye for detail in all areas
 A pleasant, outgoing personality
 Highly motivated
 Prepared to work long hours when necessary
 Work to deadlines
 Organized & able to prioritize
 Exercises discretion and confidentiality
 A high standard of personal presentation

<i>Conditions of Employment:</i>

Working Hours	8:30 am – 6:00 pm, Monday to Friday
Annual Leave	14 working days
Medical Benefits:	Local medical insurance provided the applicant is not covered by spouse
Sick Leave/Hosp:	14 days sick leave and 60 days hospitalization leave
Probation Period:	3 months from date of commencement
Pre-medical exam:	Required
Referee request:	Required

Date prepared	June 2010	Wendy Lane/PL
Approved		Tracey Harris