

DEPARTMENT:	Finance
LOCATION:	51 A Railway Road, Cunupia
JOB TITLE:	Accounts Receivables (AR) Specialist II
REPORTS TO:	Accounts Receivable Supervisor

JOB SUMMARY

The Accounts Receivable (AR) Specialist II is responsible for ensuring that invoices are accurate and that proper accounting procedures are followed to account for the receipt of payment for the services provided by the Company.

JOB DETAILS:

- Apply payments to invoices posted to customers’ accounts daily.
- Assist in the auditing and posting of data with the Accounting System.
- Assist in the preparation of statements for customers.
- Apply credits to invoices with remittances from customers.
- Utilize the company’s accounting system to generate required reports, transcribe minutes from meetings, create presentations and conduct research as needed.
- Provide real-time scheduling support by booking appointments to prevent conflicts.
- Maintain up to date and organized records of all files used within the department.
- Log all tasks completed and the hours spent on the system utilized by the department.
- Ensure that key performance indicators (KPIs) are met on a weekly basis as outlined by the department.
- Adhere to the Company’s mandatory trainings and daily meetings (Toolbox, etc.)
- Actively participate in innovative discussions with the team to improve the daily communication and development of work being completed.
- Provide analysis and recommendations from reports on Ramps Logistics (Trinidad, Guyana and Suriname) accounts receivables.
- Manage all assigned accounts receivables customers from all territories of operations.
- Provide reports on El Dorado Offshore (EDO) accounts receivables.
- Follow up with EDO Guyana for invoicing and payments.
- Provide analysis and recommendations from reports on El Dorado Offshore (EDO) accounts receivables.
- Responsible for ensuring all invoicing and payments from EDO Guyana are up to date.
- Any other duties that may be required.

KEY PERFORMANCE INDICATORS (KPIs)

Daily

- 100% of targeted customers / customer care representative. Contacted daily.
- Collect 5% of total outstanding in assigned segment daily.
- 100% of queries received must be logged.
- Collect 2% of total outstanding in <60 and <90 days bucket.
- Accurate statements are dispatched within two (2) hours after request is received.
- Mark offs must be completed by close of business on the day payment is received.

Weekly

- 10% reduction in <90 days invoices for assigned accounts.
- 15% of reduction of overdue balance for assigned accounts.
- 100% of queries received must be logged.
- 100% of invoices generated must be dispatched for assigned accounts.
- 100% of targeted accounts must be engaged weekly.
- 100% of payments received for the week must be marked off.

Monthly

- 5% reduction in days sales outstanding (DSO) (Goal is 40 days)
- 25% reduction on overall overdue balances

HSSEQ RESPONSIBILITIES:

- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors and/or Team Leaders.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor and/or Team Leaders once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor and/or Team Leaders.
- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken.
- Tag and Report any and all defective tools or equipment immediately.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
- Adhere to the guidelines stated in the Policy Manual.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- Minimum ACCA Level 2 or equivalent.
- At least two years' experience in a similar position

PERSON SPECIFICATION:

The incumbent must demonstrate the following skills:

- Highly organized
- Adaptable and able to multi-task, deadline oriented and able to prioritize to ensure deliverables are met as required.
- Personal qualities of integrity, credibility, professionalism, and a commitment to the Company's vision and mission.