

Position Title: Accounts Receivable Controller
Position reports to: Line Manager
Direct Reports: N/A
Office Location: Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

Collect outstanding debt and liaise with clients to ensure prompt payment from them by reconciling accounts and forwarding necessary documentation.

PRIMARY RESPONSIBILITIES FOR THE ROLE

- Daily Management of Debts and Collections for allocated customers
- Switchboard Assistant/Back-up daily
- Ensure that debts are paid in a timely manner
- Collect overdue invoices (Maintenance, Hardware, Dockets, Bounced Debit orders, Installations, Repairs etc.) by Telephone, email & letter within agreed timescales
- Maintain and regular update of customer master data
- Identify changes in payment patterns and propose action to avert indebtedness
- Ensure that all transactions/payments are compliant with SARS and International Regulations
- Handle disputed bills and negotiate to bring payment within agreed terms
- Provide accurate advice on billing queries
- Respond promptly and completely to both client and internal enquires
- Propose write off of irrecoverable accounts
- Providing ad-hoc reporting as and when requested
- Advise on posting of payments and allocation as required
- Ensure monthly processing deadlines are met as required
- Assist in sending out of monthly statements/letters as may be agreed from time to time
- Maximize cash collection across Regions
- Undertake account reconciliations as required
- Prepare Handovers for delinquent accounts & prepare files for transfer to the Debt Recovery Dept. (Attorney)
- Prepare copies of invoices and statements on request per customers
- Check bank-statements to establish payments
- Suggest to Management to put STOP SUPPORT on Customers who have not paid their accounts.
- Suggest to Management to Take customers OFF Stop Support if/when needed
- Report on status of Age Analysis at meetings
- Administrative duties, including professional electronic communication with clients
- Meeting monthly and yearly targets
- Update customer comments with all debt collecting and other communication

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Matric / Grade 12 / Equivalent
- Finance or Credit Management qualification will be advantageous
- Minimum 1 years' experience in credit control
- Knowledge and understanding of debt collecting procedures
- Ability in dealing with clients at all levels, including corporate entities and high net worth individuals
- Ability to prioritize in under pressure environment
- Confident personality who is able to operate at all levels
- Excellent communication skills
- A self-starter who is pro-active and can set and achieve goals
- Ability to recognize potential risk to the Firm and escalate it.

Contact Person: [Nthabi Peloeahae](#)

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