

Vacancy

H. Lavity Stoutt Community College is inviting applications for the position of

Accounts Receivable - Accountant



Job Description: Responsibilities

The Accounts Receivable Accountant will work with the staff of the Fiscal Services Department to ensure timely and accurate invoicing, payments and collection for goods and services.

Duties include but are not limited to the following:

- Secure revenue by verifying and posting receipts and resolving any discrepancies;
- Maintain the student billing system and ensure timely and accurate invoicing and account statement generation;
- Ensure timely collection of payments;
- Perform account reconciliations;
- Maintain accounts receivable files and records;
- Produce monthly financial and management reports;
- Investigate and resolve any irregularities or enquiries;
- Assist in general financial management and analysis;
- Reconcile Bank transactions; and

Any other related duties or tasks that may be assigned.

Qualifications and Experience

- The minimum qualification required is a Bachelor's degree in Accounting/Finance/ACCA;
- A strong mathematical background with a keen eye for detail;
- The ability to prioritize and manage expectations;
- The ability to work independently;
- Excellent written and verbal communication skills.;

Applicants should submit a cover letter of formal application, as well as a detailed resume of all educational and professional experiences together with copies of relevant credentials and three letters of reference. Applications should be addressed to the Acting Human Resources Manager and may be emailed to mlatchman@hlscc.edu.vg or hand delivered to the Human Resources Department. For additional information, please call 541-2212.

Salary: Commensurate with Experience

Closing Date: February 28, 2020