

ACCOUNTS RECEIVABLE SPECIALIST

Pampanga (with relocation package)



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SOLUTIONS

BASIC JOB INFORMATION

Location	Pampanga (onsite)
Work Experience	at least 3 years in handling Accounts Receivable (Shared Services environment)
Job Type	Full Time
Salary	Open

QUALIFICATIONS

- Graduate of BS Accountancy, Financial Management, Finance, Mathematics, Economics or other related courses.
- Must have at least three (3) years of experience in handling Accounts Receivable in a Shared Services environment
- Must be willing to work / relocate to Pampanga (note: **with relocation package**)
- Amenable with shifting schedule
- Willing to work on holidays and weekends
- Will report to the Shared Services Manager

RESPONSIBILITIES

- Handles processing and auditing of collection such as 3rd party billing recharges, collating and entering bond sheets from ports into QAD, daily flight checks between QAD and FAK (Flight Analysis Keeper) systems and customer invoicing
- Performs customer accounts reconciliation and sending monthly statements to resolve account disputes
- Reconcile in accounts receivable to the general ledger on a regular basis
- Maintains historical records of collected invoice documents according to retention schedules
- Assist with month-end A/R close, including reviewing recurring invoices and review of accrual reports (revenue recognition).

Email your updated resume to careers@saigecorp.com.