

## Misk Schools Job Description – Accounts Receivable Officer

Job Title	Department	Salary Grade
Accounts Receivable Officer	Finance	TBA

1	Reports to:
	Director of Finance

2	Core Purpose:
	The core purpose of this post is to assist in receiving, processing, and the collection of goods sold (via the School Shop) or of services rendered (Tuition).

3	Responsibilities:
	<p>The Accounts Receivable Officer will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Processing, verifying, and posting receipts for goods sold (School Shop) or services rendered (Tuition)</li> <li>2. Researching and resolving account discrepancies</li> <li>3. Processing and recording transactions</li> <li>4. Maintaining records regarding payments and account statuses</li> <li>5. Obtaining information from other departments to ensure records are accurate and complete, and that accounts receivable ledgers and journals are up to date</li> <li>6. Working on the collections and review of accounts, client payments, credit history, and the development of new or better repayment terms</li> <li>7. Dealing with clients professionally and diligently in collection of revenue</li> <li>8. Performing administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork, and contacting clients to discuss their accounts</li> <li>9. Generating reports and statements for internal use</li> <li>10. Preparing and providing assistance with other ad-hoc reports as and when required by management</li> <li>11. Contributing to the achievement of Departmental objectives by processing financial transactions in an accurate and timely manner</li> <li>12. Assisting in preparation of monthly reporting packages and supporting schedules</li> <li>13. Collaborating with the Director of Finance to establish and achieve personal performance objectives</li> <li>14. Working as a team member with colleagues across the organization</li> <li>15. Maintaining the stakeholder as the focus of all activities</li> <li>16. Working flexibly according to the needs of the organization</li> </ol>

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17. Innovating systems and processes to enhance efficiency and effectiveness
18. Undertaking additional duties as and when required by the Director of Finance
19. Assisting the Director of Finance with preparations for internal and external audits
20. Ensuring accounting procedures comply with International Accounting Reporting Standards (IFRS)

### 4 | **Qualifications**

- Bachelor's degree in Accounting, Finance, or related field.
- Strong mathematical, typing, and computer skills, especially with bookkeeping software

### 5 | **Experience**

- At least three years' experience in a similar role
- Experience in handling VIP customers professionally

### 6 | **Commitment and Abilities**

- Ability to communicate clearly in written and spoken English and Arabic with colleagues and external agencies
- Ability to work sensitively with people from other cultures
- Evidence of good organizational skills, including record keeping
- Ability to develop and maintain critical relationships internally and externally
- Enthusiasm for working in an environment of positive change and development
- Ability to organize own workload and work to agreed deadlines
- Commitment to professional development
- Proficiency in the use of IT for administration purposes and specialized accounting software