

FINANCIAL ADMIN CLERK

Location: Kigali, Rwanda

Job Summary

This position is primarily responsible for administration, safekeeping and backup of Finance files and to assist in validating and checking of documents, releasing of check payments and other adhoc requirements from all internal and external customers on Finance related matters.

Responsibilities

- Updates accounting records such as Cash Receipts Book (CRB) schedule
- Prepares and generates bills or invoices for sales or services rendered to owners and tenants
- Posts customer payment by entering into system accounting software
- Collects on accounts by sending bill reminders and communicating with customers via phone, email, fax or mail
- Reconciles the cash receipt book to ensure that all payments are accounted for and properly posted
- Checks any discrepancies by reconciling bills, sales receipts and bank deposit records
- Handles and resolves billing from unit owners and tenants concerns by examining customer payment, payment history and coordinating with the collection/payment department
- Prepares monthly accounts receivable reports detailing paid and unpaid accounts
- Follows house rules set regarding payment application and interest computation
- Coordinates with Superior for instructions and submission of required reports
- Reviews and monitor Accounts Receivable from salesmen
- Performs Administrative functions such as but not limited to reports people handling
- Monitors Petty Cash Fund and ensures proper disbursement
- Performs other related responsibilities as required or assigned

Qualifications

- Bachelor's Degree in Accounting or Finance
- Preferably with equivalent 1-2 years work experience in a similar position
- Computer literate and knowledgeable in Microsoft Office Applications such as Microsoft Excel and Microsoft Word
- Ability to maintain manual and computerized accounting records
- Ability to interpret and apply the provisions of laws, rules, and policies
- Must possess good written and oral communication skills
- Must be highly organized and has keen attention to small details
- Ability to multi-task, work under pressure and meet deadlines required

Mode of Application

All applications should be sent to careers3@kprecruiters.co.tz with e-mail subject "Application for Financial Admin Clerk" before 25th May 2018. Please attach your CV only.