



## PR/094540 | Senior Executive, Accounts Receivable (AR)

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1506616

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

November 26th, 2024 11:05

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Client Overview

Headquartered in UK, our client is in the business of software automation with presence in more than 30 countries. Currently, the team is looking for a Senior Executive, Accounts Receivable to join the team. This person will work in a team and report to the Senior Finance Manager directly.

#### Job Responsibilities

- Ensure timely collection and reporting on monthly basis
- Prepare AR aging and bad debt report
- Prepare invoice and ensure updated invoice filing
- Prepare monthly collection projection and analysis report
- Ensure collection of WHT receipt (when applicable)

- Prepare customer limit request for approval
- Liaise with HQ on customer credit limit setup
- Handle information for vendor onboarding
- Support global auditing and monitor customer credit hold in system

#### **Job Requirements**

- Degree in Accounting, Business, Finance or equivalent
- At least 2 years working experience in relevant capacity
- **Knowledge in Netsuite system preferred**
- Experience in handling APAC region welcomed to apply
- Attention to detail and accuracy
- Ability to work effectively in team environment

If you are interested in the role, please click apply / submit your application to [\*\*kherxin.tan@jac-recruitment.com/af.sg@jac-recruitment.com\*\*](mailto:kherxin.tan@jac-recruitment.com/af.sg@jac-recruitment.com)

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22106334 Tan Kher Xin

#LI-JACSG  
#countrysingapore

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Company Description