



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

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1512646

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 10:48

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

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#countrysingapore

Company Description