



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

ACCOUNTING ASSISTANT ACCOUNTS RECEIVABLE CREDIT

DIVISION: FINANCE

REPORTS TO: ACCOUNTS SUPERVISOR, A/R CREDIT

POSITION SCOPE:

The Accounting Assistant - Accounts Receivable Credit, performs a variety of accounting tasks in support of the generation of sales orders and customer invoices, recording of receipts, collection of outstanding monies and allocation of funds received. This includes liaising with customers to obtain payments on overdue accounts, timely and accurate processing of transactions, the filing and retrieval of supporting documents and reconciliation of assigned customer accounts.

KEY DUTIES AND RESPONSIBILITIES:

- Preparation of invoices for Hummingbird Express (Consignment form/Airway Bill) and invoices for Couriers, ensuring one (1) copy is retained for TTPost's records and that the Purchase Order is attached.
- Contacting customers by phone/email to collect outstanding debt on delinquent accounts. Maintains daily call log with accurate records and notes, in order to meet collection targets for assigned accounts.
- Allocation of monies received (cash, cheque, Linx, credit card or wire transfer) against customer invoices, using TTPost's accounting software and ensuring a copy is kept as proof of payment (i.e. copy of cheque, linx slip etc).
 - Where monies received for P.O. Boxes, a copy of the remittance advice is passed to Sales & Marketing department.
 - Where monies received without payment information or remittance advice, customer to be contacted to provide payment information (by email or fax) and an interim note placed in file.
 - Where payments are received but no invoice has been generated, funds are to be classified as deferred revenue and escalated to Accounts Supervisor A/R Credit for follow-up with Sales and Marketing Division.
- Generation of Sales Orders for various goods and services sold by TTPost.
- Generation of invoices from Statement of Posting Forms (re Bulk mail parcels etc), ensuring that a copy is kept for TTPost's records.
- Files all related documents pertaining to the above duties - i.e. copy of receipts, invoices and other supporting documents. Is also responsible for retention, storage, retrieval and purging of documents as required.
- Printing and mailing (by email or fax) monthly statements to customers.
- Reconciliation of selected customer accounts.
- Provides support during external audits, including the retrieval and re-filing of documents requested.
- Adheres to health and safety rules, regulations and guidelines.

EDUCATION:

- ACCA Diploma in Accounting and Business or equivalent combination of experience and qualifications

EXPERIENCE:

- Minimum of three (3) years experience in Accounts Receivable and Collections

ESSENTIAL SKILLS / ATTRIBUTES:

- Ability to interact with a variety of people in a courteous and professional manner, whilst being firm and diplomatic
- Familiarity with accounting software application. Experience in the use of SAGE 50 will be an asset
- Proficient in the use of Microsoft Excel, Word and Outlooks
- Positive and proactive attitude
- Thoroughness and accuracy
- Good verbal and written communication skills
- Team player
- Ability to learn quickly, use initiative and
- Trustworthiness and confidentiality

Note: A vehicle will be an asset.

The closing date for applications is **January 31, 2019.**

Please note that unsuitable and late applications will not be acknowledged.

Applications should be addressed to: -

**General Manager Human Resources
Human Resources Division
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco, 350462
Trinidad and Tobago**