

Keystone Academy of Beijing
Job Description and Person Specification

Position:	Accounts Receivable
School Section:	Whole School
Reports to:	Chief Financial officer
Qualifications:	College Diploma or Bachelors degree in Accounting or Finance
Hours of Work:	08:00 – 17:00 on normal days
Period of Appointment:	Full-time

JOB DESCRIPTION

Role Description / Working Relationships

The Accounts Receivable works closely with Admissions, Parents and other staff who works in finance department. The Accounts Receivable is responsible for receiving all fees related tuition, transportation and after school activities etc. and provides the official receipts/Fapiao to the client. The job duties include:

- Administers and maintains customer's master file in accounting system and up to date billing system.
- To attend daily collection calls. Communicating with customers via phone, email, ail or personally.
- Generate, mail, or email invoices to the parent or client about the tuition etc.
- Follow up, collection and allocation of payments.
- To send statements to clients relating to their financial transactions.
- Code invoices with appropriate general ledger account with school, department or cost center.
- Monitoring customer account details for non payments, delayed payments and other irregularities.
- Process adjustments.
- Review refund payments.
- Resolving the complaints of clients, if and when they arise.
- Carry out billing, collection and draft weekly reports about finances and resolving any outstanding payments.
- Assist in month end closing and in year end auditing.
- Working with other finance colleagues to ensure the smooth operation of the finance department and its services.
- Any other financial duties as assigned by the Chief Financial Officer.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs

PERSON SPECIFICATION

Personal Skills and Abilities

- Should have an imposing personality with effective communication skills.
- Positive interpersonal and effective communication skills.
- Ability to provide consulting advice and expertise both orally and in writing to clients, peers, and management.
- Must have very strong organizational and multitasking abilities.
- Interacting with higher management officials and handling various facets of accounting is a must for accounts receivables.
- Team player and willing to learn.

Qualifications

- College Diploma or Bachelors Degree in Accounting or Finance
- Accounting certificate holder

Preferred Skills and Knowledge

- The candidate must have adequate knowledge of accounting software and expertise in handling Microsoft Office, especially Excel.
- At least five years of accounts or related work experience.