



**POSITION:** Account Receivables Officer  
**CAMPUS/DIVISION:** School Wide/Business Office  
**REPORTS TO:** Head of Finance  
**JOB OPENING:** 29 March 2023 – 28 April 2023

**PURPOSE:**

Under the supervision of the Head of Finance, The Account Receivables Officer will be responsible for invoicing and collection of school fees, miscellaneous fees, and other school related fees; data entry, allocation and recording of payments, refunding of overpayment of school fees.

**QUALIFICATIONS AND EXPERIENCES**

1. Minimum a bachelor's degree holder in accounting from a reputable university
2. Minimum 2 years of working experience in a similar position; oracle experience is preferred
3. Demonstrated good management, leadership, organizational agility, initiative, and motivational skills
4. Ability to work independently and in coordination with Administrators and the Board of Management
5. Demonstrated proficiency in Microsoft Office and Google Application
6. Detail-oriented and has a high level of initiatives
7. Demonstrated ability to communicate effectively in English and Indonesian
8. Demonstrated outstanding person with strong communication skills
9. Outstanding personal with strong communication skills.
10. Strong leadership and project management skills.
11. Ability to work individually or in a team.
12. Strong ability in analytical thinking and ability to work under pressure.
13. Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
14. A clear commitment to Child Protection, safety, service learning, and environmental stewardship

**DUTIES AND RESPONSIBILITIES**

1. Invoicing of School Fees (returning and new students), miscellaneous fees and other related school fees
2. Collection of school fees (tuition, bus, capital fees, compulsory levy, interest penalty), miscellaneous fees and other related fees
3. Verify, monitor and follow up outstanding fees. Send quarterly collection letters. Contact sponsoring companies and parents by phone, email and correspondence on a regular basis. Process monthly school fees statements (soft copies and hard copies) and mail to sponsoring companies and parents
4. Issuance of Official School Receipts, data entry, accurately allocate and record of school fees payments (bank transfer, cash, credit cards, salary deduction) in AR oracle. Assign correct account codes to the transactions
5. Process refunds of overpayments and withdrawals
6. Deal with parents and companies who come to pay at the Business Office
7. Provide accurate weekly & monthly school fees and outstanding school fees reports



8. Daily interface of AR transactions to GL. Monthly reconciliation of AR transactions with accounting
9. Prepare the annual Grasp Report to the US Embassy every Sept-Oct.
10. Process the annual subscription of New York Times and payments of monthly billings
11. Monitor the use of the school credit cards and process credit cards payments of monthly billings
12. Maintain good relationship & effective communication with students, parents, staff and sponsoring companies
13. Filing of AR and BO documents
14. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
15. Performs other related duties and assumes other responsibilities as assigned by the Head of Finance/CFO, including and not limited to other projects when deemed necessary.

**TO APPLY**

Interested qualified candidate, please send your cover letter, resume and 3-5 list of professional references to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).