

POSITION: Account Receivables Officer
REPORTS TO: Head of Finance

External: We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

Under the supervision of the Head of Finance, the Accounts Receivable 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, EXPERIENCES & ATTRIBUTES

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

DUTIES AND RESPONSIBILITIES

- Invoicing of School Fees (returning and new students), miscellaneous fees, and other related school fees
- Collection of school fees (tuition, bus, capital fees, compulsory levy, interest penalty), miscellaneous fees, and other related fees
- Verify, monitor, and follow up on 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 them to sponsoring companies and parents
- Issuance of Official School Receipts, data entry, accurately allocate and record school fees payments (bank transfer, cash, credit cards, salary deduction) in AR Oracle. Assign correct account codes to the transactions
- Process refunds of overpayments and withdrawals
- Deal with parents and companies who come to pay at the Business Office
- Provide accurate weekly & monthly school fees and outstanding school fees reports
- Daily interface of AR transactions to GL.
- Monthly reconciliation of AR transactions with accounting
- Prepare the annual Grasp Report to the US Embassy every Sept-Oct.
- Process the annual subscription of the New York Times and the payments of the monthly billings
- Monitor the use of the school credit cards and process credit card payments for monthly billings

- Maintain good relationship & effective communication with students, parents, staff, and sponsoring companies
- Filing of AR and Business Office documents
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
- Perform other duties as assigned by the Head of Finance/CFO, including, but not limited to, other projects when deemed necessary.

TO APPLY

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.