



POSITION VACANCY – ACCOUNTS RECEIVABLE ACCOUNTANT

Airways Residences Limited is seeking the service of a capable and knowledgeable person to fill the position of an Accounts Receivable Accountant. The role is reporting to Financial Controller.

The key responsibilities evolve mainly to the following

- 1.) Prepares monthly billing (electricity, laundry etc. except Rent) chargeable to Tenants
- 2.) Working closely with Front Office Team in monitoring daily collection; collection follow ups; daily rent rates; daily occupancy rate
- 3.) Performs the matching of bills versus payments in IDS Accounting System
- 4.) Prepares manual recharges/invoices as necessary for Inter-companies and Third parties and posting of which in IDS Accounting System
- 5.) Prepares bank runs
- 6.) Monitors the Rent Bond Fee Deposit Schedule (Working Closely with the Front Office Manager)
- 7.) Weekly submission of GM's report (Mondays); Trade Debtors Ageing Report analysis on more than 30 days -120 days outstanding (Fridays)
- 8.) Any other tasks as directed by the Financial Controller

The Applicant must possess the following qualifications and attributes

- 1.) A Bachelor's Degree in Accounting
- 2.) Poses a 3-5 years experience handling Accounts Receivable
- 3.) Must have a strong knowledge with MS Office (MS Excel, MS Outlook, MS Word)
- 4.) Knowledge with any Accounting /Financial Software is required; IDS Accounting System know-how is an advantage
- 5.) Must be able to work under pressure and during weekends; willing to render overtime needed during month end closing; must be an effective team player
- 6.) Strong verbal and written communication skills
- 7.) Must possess strong attention to details and can maintain a high degree of confidentiality and honesty in handling cash collection
- 8.) Has a pleasing and neat personality

Pay rate is according to the skills and experience. Employment will commence immediately.

Only shortlisted candidates will be contacted.

Applicants must submit their CV, educational qualifications and three (3) reliable referees to the following address:

Director of Human Resources & Training
Airways Residences Limited
Jacksons Parade
7 Mile, POM. N.C.D.
Email to: ghr@airways.com.pg