

- ✓ Review all invoices for appropriate documentation and approval prior to payment
- ✓ Record payments by entering them into a ledger
- ✓ Reconcile the accounts ledger to ensure that all payments are accounted for and properly posted
- ✓ Take follow up on supplier and sales reconciliation data
- ✓ Take care for intercompany transaction and follow up on, collect and allocate payments
- ✓ Ensuring that the cash book are updated on daily basis
- ✓ Maintain track record about cash availability with reference to sales invoice data
- ✓ Maintain customer remittance and review AR aging to ensure compliance
- ✓ Respond to all vendor & customer inquiries
- ✓ Generate monthly reports and statements