

## ***JOB DESCRIPTION***

**POSITION TITLE:** *Accounts Receivables Clerk – General Books*

**DEPARTMENT:** *Finance & Accounting*

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### **MAIN PURPOSE OF JOB**

Records payments to customers' accounts and maintains accounts receivable records.

### **REPORTING RELATIONSHIPS**

Reports to the Accounts Supervisor – General Books

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **KEY DUTIES AND RESPONSIBILITIES**

These include the following but other duties may be assigned from time to time.

1. Maintains all posting for receivables by recording the transactions on a daily basis and maintains customer files.
2. Receives weekly sales summary sheet from “Stocks and Sales” section and monitors them for collection.
3. Compares collections with Billings and advises Financial Controller on a weekly basis, of any short payments.
4. Prepares a statement of outstanding receivables weekly.
5. Prints “ageing analysis” of receivables at the end of each month.
6. Maintain employees' receivables.
7. Prepares debit notes for testing of samples, sludge removal and ship water charges.

8. Prepare monthly prepaid insurance.
9. Follows up on Collections from the Marketing Company, etc. and assist the Chief Accountant.
10. Prepares arrears notice to delinquent customers.
11. Separates, analyzes and books monthly gasoline reports by company, department and by products (reports from gas pump).
12. Performs any other duties that may be assigned.
13. Generally complies with all rules and regulations or guidelines of various policies issued by the company from time to time such as General Administration, Safety, Health and Loss Control.

## **KNOWLEDGE AND SKILLS REQUIRED**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **Education / Experience**

- High School education with passes at the GCE ‘A’ Level in Accounts and minimum of three other CXC subjects including Mathematics
- Certificate / Diploma in Accounts
- One to three years related experience and/or training; or equivalent combination of education and experience.

### **Abilities**

- Good communication skills both orally and written.

## **CONTACTS**

### **Internal**

- Stocks & Sales Section of the Accounting Department
- Logistics & Marketing Department

## **PERFORMANCE CRITERIA**

The job is satisfactorily performed when:

1. Age analysis is prepared at the end of the week and circulated to Credit Committee members.
2. Customers' statements are circulated monthly before the end of the second week of the following month.
3. Established Company Policies and Rules are complied with.
4. There is punctuality in attendance at work and at meetings.
5. Service is provided readily when required to do so.

Employee's name:.....

Employee's signature:..... Date: .....

Dept. Manager's name:.....

Dept. Manager's signature:..... Date:.....

Approved by:..... Date:.....  
Manager, HRD&A

*HRD – BCS:cl  
September 13, 2006  
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