

Position Title: Accounts Receivable Administrator
Position reports to: Line Manager
Direct Reports: N/A
Office Location: Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

Collect outstanding debtors on a timely basis and respond to customer account queries in a professional manner

PRIMARY RESPONSIBILITIES FOR THE ROLE

ADMINISTRATION

- Maintain and update debtors account details
- Maintain a complete and accurate record of all client interactions to facilitate follow-up
- Provide evidence and supporting documentation should a debtor be handed over for legal collection
- Apply unapplied cash in line with company policy
- Obtain approval for credit notes according to the documented process
- Process adjustments after authorization by management.
- Liaise with maintenance team on unpaid debit orders
- Liaise with and assist Account managers with queries relating to debtors – perform account reconciliations when required

BUSINESS REVENUE

- Collect outstanding cash by regularly interacting with the relevant customer representatives
- Follow up on promises to pay, settlement agreements and payment plans and ensure customers are in possession of all required information to enable them to make payment
- Ensure that accounts are flagged timely and accurately to always reflect the correct account status – e.g. payment plan

REPORTING

- Send forecast and weekly stats report weekly as required by debtor's supervisor.
- Run paid/unpaid reports for salespeople & technicians on request.

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Matric / Grade 12 / Equivalent
- Finance qualification (Advantageous)



Adapt IT
Accounts Receivable Administrator



Contact Person: [Mandy Barret](#)

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