

Accounts Receivable Analyst (Collections)

หน้าที่ความรับผิดชอบในงานของคุณ

Contact assigned customers regarding past dues via generic email and record all activities in SAP notes.

Run and review of aging to choose accounts to follow up

Checking and Responding to emails of customers in relation to the follow ups made

Checking General Ledger for Payment that came in then update worksheet

Checking and responding to emails from Customer Service whenever there is an order on hold

Reconciliation of accounts and sending this customers if needed

Checking reason accounts are blocked

Sending of Statements to Customers & Pre-collection as requested

Sending of Invoices/PODs/Credit Memos as per request of customers

Return problematic accounts to local collections representatives with an explanation of the reason for the return

Understand customer profiles and their related sensitivities

Forwarding issues/concerns of customers to local office (collections, sales, customer service)

Issue requests for refunds of cash on account or credit memos as needed

Deduction Management

Review accounts receivable aging schedule for delinquencies

โปรไฟล์ของคุณ

Bachelors Degree preferably Major in Finance, Business, or Accounting.

2-5 years of professional experience in collections, payment application, deductions, or other related accounts receivable functions.

Experience in Account Receivable processes - Credit and Collection, Cash Application. Knowledge in Billing, Credit, Debit and Goods return knowledge preferred.

Small group project or process improvement initiative

"Excellent verbal and written communication skills.

Excellent interpersonal skills and ability to work in a multi-cultural setup.

ข้อเสนอของเรา

Replacement of Rico Avelina, moving to new role effective May 1, 2025

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รหัสตำแหน่งงาน

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ที่ตั้ง

Makati

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