Job Title: Accounts Receivable & Billing Officer

Location: KIS International School
Job Type: Full-Time
Reports To: [Finance Manager/Accounting Head]

Job Summary:

We are looking for a detail-oriented **Accounts Receivable & Billing Officer** to manage invoicing, payment follow-ups, customer communication, and financial record-keeping. This role also includes assisting the accounting team with various financial tasks. The ideal candidate will contribute to efficient financial operations and ensure timely collections while supporting broader accounting functions.

Key Responsibilities:

1. **Invoicing & Billing:**
    - Generate and issue invoices accurately and timely.
    - Ensure invoices comply with the school policies and the related agreements.
    - Maintain records of issued invoices and track their status.
2. **Follow-up & Collections:**
    - Monitor outstanding accounts and follow up on overdue payments.
    - Communicate with customers via email, phone, and reminders to ensure timely payments.
    - Work with internal teams to resolve billing discrepancies and disputes.
    - Escalate unpaid accounts as per school policy.
3. **Record-Keeping & Reconciliation:**
    - Maintain accurate records of transactions, payments, and customer accounts.
    - Reconcile customer accounts and resolve payment discrepancies.
    - Process refunds, credit notes, and adjustments when necessary.
4. **Customer Communication:**
    - Serve as the primary contact for billing-related inquiries.
    - Provide customers with statements, payment schedules, and account details.
    - Ensure a professional and customer-friendly approach in all interactions.
5. **Reporting & Analysis:**
    - Prepare accounts receivable reports, aging reports, and collections summaries.
    - Analyze payment trends and identify areas for improvement.

Requirements & Qualifications:

- Bachelor’s degree in Accounting, Finance, Business Administration, or a related field.
- Experience in invoicing, accounts receivable, or a related role.is preferable
- Strong understanding of accounting principles and financial regulations.
- Proficiency in accounting software, Google Workspace and Microsoft Excel.
- Excellent communication and interpersonal skills with a positive attitude.
- High attention to detail and strong organizational skills.
- Ability to work independently and meet deadlines.