

Account Executive

Job Summary:

- Perform and monitor task and process related to Accounts Receivable (AR)
- Ensure accuracy and timely processing, follow policy and procedure or relevant regulation.

Job Duties & Responsibilities:

- Manage and oversee all the collection arrangement.
- Update dealer's payment record to computer system and knock off transaction accordingly.
- Update payment received to computer system at a timely manner.
- Review and monitor receivable account and prepare receivable overdue report.
- Daily review customers' credit.
- Inform sales agent on over-limit issue.
- Prepare sales agent collection report.
- Responsible to prepare monthly closing report.
- Establish good relations with customers and negotiate or settle overdue payment.
- Calculate the sales agent collection days for the purpose of deduction on the sales incentive.
- Responsible to issue invoice, receipt monitoring and reconcile trade receivable account.
- Prepare monthly statement of account to sales personnel and customers.
- Generate aging report in a timely manner.
- Responsible for trade receivable account month end closing.
- Preparation of account receivable report for superior.
- Any adhoc task as assigned by superior.

Requirements:

- Diploma or Degree in accounting, business management, or a similar field.
- Minimum 1- 2 years of working experience
- Excellent negotiating skills.
- Good written and verbal communication skills.
- Familiarity with debt collection.
- Knowledge of payment plans and accounting procedures.
- Knowledge of office and basic accounting software.