

<b>Job Title:</b>	Accounts Receivable Officer – Non-government customers	<b>Department:</b>	Accounts
<b>Place of Work:</b>	Accounts Office – Sharper Image	<b>Position Type:</b>	Full-time
<b>Working Time:</b>	Monday to Friday: 07h30 – 11h30 & 13h00 – 17h00 // Saturday: 08h00 – 12h00	<b>Reports to:</b>	Principal Accountant

#### Roles and Responsibilities

- Daily commercial banking.
- Receive payments (by cheque, cash, or card) from customers paying directly at the Accounts Department, and provision of receipts.
- Assist clients over the phone for account-related requests such as account statement, invoice copies, confirmation of amount due to pay, confirm receipt of payment, etc.
- Follow-up and filing of daily signed invoices.
- Follow up of customers' unpaid invoices to request payment (excluding Government).
- Submit daily debt collection report to General Manager.
- Researching and resolving account discrepancies.
- Carry out additional responsibilities as seen necessary by the supervisor or General Manager.

#### Qualification and Education Requirements

- Bachelor's degree in Accounting, Finance, or related field.

#### Work Experience Requirements

- Combination of education and experience will be beneficial.
- Familiar and experienced with electronic accounting systems.
- Customer service experience in debt collection.

#### Preferred Skills

- Bilingual (English and French) is an advantage but not compulsory.
- Valid driver's license an advantage but not compulsory.
- Proactive and adaptive.
- Able or willing to take initiative.
- Able to work independently and in a team.

#### Other requirements

- Strong math, typing, and computer skill, especially with bookkeeping software.
- Excellent communication, research, problem solving, and time management skills.
- High level of accuracy, efficiency, and accountability.
- Attention to detail.
- Ability to build relationships with clients and internal departments.
- Must be willing to help team members in any tasks requested or required by the Principal Accountant or General Manager.

Applications can be submitted by:

1. Hand submission to our reception desk at Sharper Image Shop, Fatumaru Bay, Port Vila.
2. Mail to:  
**General Manager**  
**Sharper Image**  
**PO BOX 103**  
**PORT VILA**
3. Email to [j.sese@sharperimage.vu](mailto:j.sese@sharperimage.vu)

Applications are due on **Wednesday 23 March 2022 at 5PM.**