

Account Administrator

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Company: Recruitment Matters

Location: Kitwe

Category: other-general

Overview

Our client is looking for a Credit Controller to join their team; **Duties and responsibilities include but are not subject to;**

Evaluating new credit requests and conducting client credit checks.

Managing and collecting debts from company debtors.

Setting up the terms of credit for new clients.

Negotiating payment plans.

Managing the collection of all payments and debts.

Responding to client inquiries.

Processing invoices.

Preparing statements and reports for the company accountant.

Managing the sales ledger.

Liaising with customers and the sales team.

Skills

Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).

Management and leadership skills.

Multi-tasking and time-management skills, with the ability to prioritize tasks.

Highly organized and detail-oriented.

Excellent analytical and problem-solving skills

Proficient in Accounting and Office software.

Ability to reconcile complex debtors' accounts.

Strong communication skills.

Ability to deal with problematic clients.

Qualifications;

Bachelor's degree in finance, accounting, or mathematics.

Previous work experience as a credit controller.

Good understanding of the legal complexities of loans, payment plans, and interest rates.

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