



## SEKAJJA AGRO FARMS LTD

### JOB DESCRIPTION

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<b>Job Title:</b>	<b>Receivables Accountant</b>	
<b>Reports To:</b>	<b>Chief Accountant</b>	
<b>Supervises:</b>	<b>Direct:</b>	<b>Indirect:</b>
	None	None
<b>Interacts/Interfaces with:</b>	<b>Internal:</b>	<b>External:</b>
	SAF employees	Auditors and SAF customers
<b>Job Summary</b>	The purpose of the role is to ensure accurate and timely posting sales transactions, reconciliations of all sales, compliance with set procedures, and preparation of sales reports.	
<b>Key Position Responsibilities</b>	<ul style="list-style-type: none"> <li>• Daily and accurate reconciliations of transfers to sales vs. system sales posting of all product items</li> <li>• Reconcile of item sales to sales revenue reported</li> <li>• Ensure errors in postings are corrected promptly</li> <li>• Ensure compliance with the established procedures for processing receipt and cash deposits.</li> <li>• Promptly provide designated monthly sales &amp; revenue reports</li> <li>• Maintain the customer database as per policy and procedures.</li> <li>• Monitor customer's accounts for non- payment, delayed payment, and other irregularities.</li> <li>• Ensure compliance to the established procedures for processing receipts, cash deposits and other AR related transactions.</li> <li>• Ensure timely and accurate postings of all related sales transactions.</li> <li>• Ensure timely and accurate reconciliation of all sales revenue and customer accountants through effective internal control mechanisms.</li> <li>• Ensure all products sold are promptly invoiced.</li> <li>• Manage collections and own the application of payments against outstanding balances.</li> <li>• Provision of customer accounts statements on monthly basis &amp; as and when requested for</li> <li>• Review all sales files with the system records from time to time to ensure accuracy of sales posted and prompt resolution of any errors.</li> <li>• Timely provide monthly sales figures to management</li> <li>• Provide aged analysis reports to management weekly.</li> <li>• Develop and maintain effective relationships with internal and external stakeholders.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Supervision of accounts assistants and data entrants</li> <li>• Other duties as assigned by the supervisor.</li> </ul>
<b>Success Measures</b>	<ul style="list-style-type: none"> <li>• Up-to-date sales reconciliations</li> <li>• Up-to-date reconciliations &amp; correct revenue reported</li> <li>• Accurate postings &amp; zero errors</li> <li>• Customers monitored effectively.</li> <li>• Complete compliance to policies &amp; procedures</li> <li>• Managed debtor balances</li> <li>• Effective postings</li> <li>• Up-to-date reconciliations</li> <li>• Timely follow up of invoices</li> <li>• Zero errors are reflected in the postings</li> <li>• Efficiency of line reports</li> <li>• Up-to-date sales files</li> <li>• Timely provision of reports</li> <li>• Timely and accurate monthly figures</li> </ul>
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>• Working capital management through receivables</li> </ul>
<b>Person Specification</b>	
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Bachelor of Commerce, Business Administration (Accounting/Finance)</li> <li>• ACCA/CPA Level 1</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 3-4 years of work experience in related functions</li> <li>• Financial management.</li> <li>• Accounting system software hands-on experience</li> <li>• Reporting and organization skills</li> <li>• Supervision skills.</li> <li>• Interpersonal skills</li> <li>• Problem solving.</li> </ul>
<b>Attitude/Motivation</b>	<ul style="list-style-type: none"> <li>• Value adding</li> <li>• Enthusiasm, passion and encouragement to all.</li> <li>• Strong commitment to the mission and values of SAF</li> <li>• Result driven.</li> </ul>

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_