



INTERNATIONAL UNIVERSITY OF GRAND-BASSAM

Excellence • Accountability • Opportunity

VACANCY ANNOUNCEMENT

ANNOUNCEMENTNUMBER: FIN#2016/09
POSITION: Account Receivable Officer (1 position)
OPENING DATE: November 17, 2016
CLOSING DATE: November 25, 2016
WORK HOURS: Full-time, 40hours/week
DURATION: 3 months internship

The International University of Grand-Bassam is urgently seeking an individual to fill **one Account Receivable Officer** position in the Finance Department.

IUGB Profile

The International University of Grand-Bassam (IUGB) is a private, publicly assisted which offers an American curriculum in English. It opened in 2005, and, by the signing of Decree 2007-499 on May 16, 2007, was formally accredited as a University within the Côte d'Ivoire higher education system. Envisioned as a Regional Center of Excellence in Higher Education in Africa, IUGB's mission is to provide internationally recognized higher education through technology-enhanced English medium instruction in fields critical for regional development, international success and life-long learning.

BASIC FUNCTIONS OF POSITION

Under the supervision of the Accountant I, the Account Receivable Officer guarantees the accuracy of accounting information of account receivables. (A summary of the positions description is available on our website: <http://www.iugb.org/>) and Facebook page: <https://www.facebook.com/InternationalUniversityofGrandBassam>

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Prior experience in Account Receivable management.

Ability to be a good team member and be able to work under pressure.

Ability to perform with deadline in an efficient and organized manner.

Be bilingual French-English. English mastery will be tested before interview.

Hold an Associate degree in Accounting

SUBMITAPPLICATION TO:

International University of Grand-Bassam Human ResourcesOffice Attention: Human Resources Coordinator BP 564 Grand-Bassam Fax: (225) 21.30.34.83 Or Via email to: iugbhr@iugb.org	POINTOFCONTACT International University of Grand-Bassam Human ResourcesOffice Tel: (225) 21.30.36.40 / 21.30.34.57 Fax: (225) 21.30.34.83
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Important Notice: Applicants *MUST* submit a current resume and a cover letter. Copies of both education documents and working experience must be attached to your application. When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title. **E.g.:** VA FIN#2016/09, Account Receivable Officer

APPENDIX: Job description

Job Purpose

The Account receivable officer guarantees the accuracy of accounting information of account receivable.

Duties

- Monitoring customers file in relation with the student financial service
- In charge of tracking customer's payment on a daily basis (bank reconciliation)
- Prepare student payment status report to the ACC1
- Follow up of customer's aging balance
- Analyze and justify customer's account balances
- Liaise with the Financial Counselor for the implementation of the collection procedure
- Additional duties as assigned by the Director of Finance.

Skills/Qualifications

- Hold a Bachelor Degree in Accounting
- Prior experience in account receivable management
- Ability to anticipate, responsiveness and precision
- Ability to work in a team and under pressure
- Basic accounting skills and business office experience required
- Good communication skills in French and English
- Be computer and Microsoft office suite literate as well as possess knowledge of Sage and other accounting management system