

WE'RE LOOKING FOR CREDIT AND COLLECTION ANALYST

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Monthly review of past due accounts and focuses on the formulation of collection plans and on the monitoring of its implementation.
- Responsible for analyst of AR Trade per Customer and per area.
- Responsible for the timely and complete recording of sales collections and invoice deductions
- Prepares collection performance
- Handle customer and supplier phone calls with high degree of customer services

Qualification: .

- College graduate of any course preferably Management Accounting, Accounting Technology or Accountancy
- Keen to details/detail-oriented and accurate in recording of information
- Organized and has a positive and mature outlook
- Highly trustworthy and can work with minimum supervision
- Excellent written and oral English communication
- Good interpersonal skills
- Proficient in all MS Applications (especially Excel)'
- Fresh graduates are welcome to apply

To apply: Send us your resume and a copy of your TOR through

E-mail: vfhrtafinance@gmail.com

For inquiries, call: 0917 145 0934 (Globe)

(Look for Ms. Ghelikka Rae M. Rondero)