

United Arab Emirates Jobs Expertini®

Collections Executive

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Company: Al-Futtaim Automotive

Location: dubai

Category: other-general

Ensure to record AR/DP Collections against SO or Invoices. Daily collection reports should be uploaded in the shared drive provided by the AFSS. All collection / PCF verification and hand over are properly signed / filed for future references. Monitoring and communicate cheque clearance, bouncing cheques, and refund cheques. Ensure accurate data entry in SAP - billing cancellation & advance payments should be kept at minimum level - Cash Invoices not yet collected report should be always cleared & monitored. Strict adherence of AFM company policy regarding customer refunds, maintain log for tracking purposes. Reviewing and ensuring of timely submission of Second sets. Daily / Weekly / Monthly monitoring of branch AR report (all credit facilities provided) and follow-up with concerned channels to ensure timely collection of all outstanding / overdue invoices. Maintain list for all credit facilities provided to branch credit customers including credit limit / credit period / main contact details / credit facility documents if possible. Reconcile credit customer accounts; provide balance confirmation report and SOA as and when required. Invoicing & Delivery Management. Perform financial transactions and process invoices in a timely manner. Ensure all relevant AFM document processes are strictly adhered as per SOP. Ensure Revenue/Provision in place and Assignee clause is without error. Substantiates financial transactions by auditing documents. Perform record keeping of all financial operations. Authorization of all in house AFM sales & credit customers. Daily invoice summary for credit invoices & sales return cases, monitor all outstanding debts & report. Support & Guiding of Matrix managers, Sales team and Sales Admin. Business Processes & Controls. All business processes are conducted according to SOP and with correct levels of sign

authorityEnsure payments / delivery to be done by/for the payer and if 3rd party, UT verified by the Branch Manager should be securedEnsure that petty cash expenses are paid with appropriate approval as per DOA, liquidity of petty cash must be maintained for smooth branch operationsMaintain proper invoice filing with complete document set (SO, LPO etc.) for easy retrieval. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer.We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page.Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally!Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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