

VACANCY

Accounts Receivable Officer

We are looking for an enthusiastic individual to join our team as an **Accounts Receivable Officer**

The role is responsible for support our Agency Manager and Finance team to achieve our business goals through pro-active debt management and strong financial processes.

Requirements:

- Minimum of 2 years proven Accounts Receivable experience in an office environment
- Accounts Payable experience is preferred
- Proficient with Microsoft office, Intermediate proficiency with excel
- Ability to quickly learn new systems and continuous learner
- Excellent interpersonal and communication skills both
- Deadline orientated with strong time management skills
- Strong attention to detail and excellent work ethic
- High level of honesty and integrity
- Shipping experience is preferred but not essential

For more information and a detailed job description, please email: Seleisa Iosefa at Seleisa.Iosefa@pacificforumline.com

A competitive salary will be offered to the successful applicant based on experience and qualifications.

Please submit application with most recent CV with at least 2 professional references, and a clean and recent police record;

- 1) By email to Seleisa.Iosefa@pacificforumline.com
with subject line "**Accounts Receivable Officer - Vacancy**"
- 2) OR drop off to our office at Matautu-tai. Please address all applications to;

Finance & Administration Supervisor

Pacific Forum Line Group Samoa
Beach Road
Matautu-tai
Apia

Closing Date: 4pm, July 12, 2019