

# Land Transport Authority

## Job Description

<b>Date:</b>	August 2023	<b>Position Title</b>	Accounts Receivable Officer
<b>Division:</b>	Savaii Operations Division	<b>Classification Level</b>	G3/S1-G4/S7 (\$17,319.26-27,714.46 p.a.)
<b>Directly Supervises</b>			
<b>Reporting Structure</b>	The Manager Savaii Operations for the effective and efficient leadership and management of finance for the Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

### Primary Objective

The Account Receivable Officer is responsible for providing relevant and timely financial management information in order to meet and support the Authority's overall operations.

### Responsibilities

1	Keep track and process accounts and incoming payments in compliance with financial policies and procedures.
2	Reconcile and tally sticker tag against the inspection form
3	Maintain Accounts Receivable Customer files and records
4	Record and register every single receipts books and assist in tally of receipts against RTAS.
5	Process copies of all vehicle inspection forms and debtors invoices issued.
6	Assists in preparation of monthly, quarterly & annual reports
7	Assist in preparing of daily banking and deliver it to banks (twice a day)
8	Assist in posting of daily receipts on MYOB.
9	Foremost backup with duties and responsibilities of the cashier when required to
10	Other duties directed from time to time

Selection Criteria		Essential - Desirable	Weighting
1	Minimum qualification of Diploma in commerce majoring in accounting or finance	Essential	
2	At least 3 years of <b>relevant</b> working experience	Essential	
3	Demonstrated ability in financial analysis and posses excellent report writing skills	Essential	
4	Resourceful and able to work with minimum supervision	Essential	
5	Must be computer literate (Excel, Word and Access) and able to use MYOB system	Desirable	
6	Knowledge of policies, regulations and legislations governing the work of Finance & RTAS	Desirable	

### Competencies

1	Leadership
2	Decision Making
3	Flexible & Common Sense
4	Honesty
5	People Management
6	Relationship establishment with stakeholders
7	Legal & Politics background
8	Punctuality
9	Integrity

<b>Prepared by:</b>	<b>Human Resource</b>
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