

	Position Description Manual
Department: Finance	Position Title: AR Analyst
Effective Date:	Revision No.: 0

I. REASON FOR EXISTENCE

The position is responsible for providing updated and accurate accounts receivable balance of Manila/Branches customers (nationwide) and agents to ensure that all transactions are accounted for by preparing individual customer jackets, AR subsidiary ledgers and other reports.

II. DUTIES AND RESPONSIBILITIES

1. Prepare accounts receivable balances of Manila, branches and agents by summarizing all transactions less collections made for the period to ensure all receivables are accounted for.
2. Analyze and reconcile all AR balances based on customer jacket by comparing entries in the AR subsidiary ledger versus invoices and official receipts to ensure accurate information is posted and given to customer.
3. Prepare and send individual Statement of Accounts by summarizing billed transactions received by customer for the period to inform them of their outstanding balances.
4. Collect and follow-up payments from customers by calling, issuing collection and demand letters, emailing/faxing SOAs and reconciling discrepancies to ensure timely payment by the customers and better cash management.
5. Maintain customer jacket by filing and posting the service invoices delivered by the collector/messenger and encoding official receipts in the system (in case of payment) for easy reference and verification.
6. Prepare and journalize adjusting entries by recording all approved RFAs from the requestor to ensure correct record of AR balances.
7. Provide monthly aging of receivable nationwide by summarizing all unpaid accounts based on the actual date received by the customer and calculate based on the credit term to determine the past due accounts.

8. Close audit findings and issues related to Accounts Receivables by providing resolution and recommendation to address all concerns raised.
9. Conduct weekly monitoring of unremitted and uncollected Manila/ Branches prepaid and incoming freight collect transactions (FC) by sending reports to all concerned parties and reconcile discrepancies to ensure timely remittance and collection.
10. Recommend process improvement by giving suggestions on how to hasten current practices to be more efficient and effective in conducting the job.
11. Perform other functions that may be assigned by the management from time to time.

III. QUALIFICATIONS

Graduate of any Finance related four (4) year course.

Organizing skills

Proficient in both oral and written communication

Computer literate, knowledgeable in office application suite

Good interpersonal skills

Analytical and proficient in problem solving

Systematic and detailed oriented

Prepared by:	Reviewed by:	Noted by: Chabio T. Sison SVP-Shared Services CFO/CRO	Approved by: Efren E. Uy President & CEO
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