

ROLE: CREDIT CONTROL
DEPARTMENT: ACCOUNTS RECEIVABLE
DEPARTMENT MANAGER: TANIA SMITH

PROPOSED DUTIES:

- Daily Cash Posting
- Held Files – various Customers, according to Customer requirements
- Credit Control – Overseeing Foreign offices
- Monthly Commercial Manager query spreadsheets
- Scanning
- Bank Run
- Month end duties
- Ad-hoc spreadsheet work
- Maintenance of customer accounts
- Possible monthly Agent/Contra reconciliation and control