



# Job Description

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|  |                                  |                                  |
|--|----------------------------------|----------------------------------|
| <b>Job Title</b><br>Accounts Receivable Accountant             | <b>Job Location</b><br>Iringa    | <b>Category</b><br>-             |
| <b>Job Type</b><br>Full Time                                   | <b>Job level</b><br>Intermediate | <b>Industry</b><br>Manufacturing |
| <b>Open to Expatriates</b><br>Only Open to Tanzanian Nationals |                                  |                                  |

## Minimum Requirements

|                                |                              |   |
|--------------------------------|------------------------------|---|
| <b>Min Budget</b><br>-         | <b>Max Budget</b><br>-       | <b>Primary Industry</b><br>Manufacturing: 3 Years |
| <b>Secondary Industry</b><br>- | <b>Primary Category</b><br>- | <b>Secondary Category</b><br>-                    |
| <b>Certificate</b><br>-        | <b>Qualification</b><br>-    |   |

## Summary

To manage and maintain the company's accounts receivable function by ensuring customer accounts are accurate, reconciled, and well controlled. The role ensures timely collections, proper credit control, and reliable reporting to support strong cash flow and financial discipline across all distribution centres

## Responsibilities

### Receivables Processing & Reconciliation

- Maintain accurate customer accounts in the ERP system
- Perform daily and monthly reconciliations of customer, bank, and GL accounts
- Ensure all receipts, invoices, and adjustments are properly recorded

### Credit Control & Customer Monitoring

- Monitor customer balances and follow up on overdue accounts
- Support enforcement of credit limits and payment terms
- Assist in assessing customer risk and escalating concerns where needed

### Collections Support

- Track customer payments and ensure timely allocation
- Follow up on outstanding balances with internal and external stakeholders
- Support efforts to reduce overdue debt and improve cash collection

### Distribution Centre Support

- Review sales and receivables data from all DCs for accuracy
- Ensure compliance with company policies, EFD requirements, and SOPs
- Support resolution of DC related accounting issues

## Reporting

- Prepare weekly and monthly receivables reports
- Maintain customer aging reports and highlight overdue balances
- Support preparation of management accounts and financial analysis

### **Internal Controls & Compliance**

- Ensure adherence to company financial policies and procedures
- Support internal and external audit requirements
- Maintain proper documentation and filing of receivables records

### **Stakeholder Engagement**

- Liaise with Sales, Operations, and DC teams on customer issues
- Engage with banks and auditors as required
- Support smooth communication between finance and business teams

### **Education & Qualifications**

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- Bachelor's Degree in Accounting, Finance, or related field
- CPA (T) or equivalent (ACCA is an advantage)

### **Requirements**

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- 3–5 years in accounting or receivables role
- Experience in FMCG, agriculture, or distribution environment is an advantage
- ERP system experience (Palladium, SAP, Oracle, or similar)

### **Characteristics**

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- Execution Excellence
- Attention to Detail
- Problem Solving
- Collaboration
- Integrity

### **Working Environment**

- Based in Iringa
- Occasional travel to distribution centres
- Fast-paced operational finance environment.

### **Reporting To**

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Chief Accountant/ Finance Manager

### **Driving Licence**

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Not Required

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