



# Job Description

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<b>Job Title</b> Officer: Accounts Receivable	<b>Job Location</b> Zanzibar City	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Facilities Management
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Facilities Management: 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Officer: Accounts Receivable is responsible for airline billing and management of receivables, ensuring accurate invoicing, timely collections, and proper recording of revenue using enterprise resource planning systems.

## Responsibilities

- Prepare and issue invoices to airlines for airport charges, services, and related fees in accordance with applicable tariffs and agreements.
- Monitor outstanding receivables and ensure timely follow-up and collection of payments.
- Record revenue transactions accurately and reconcile receivables with billing and payment records.
- Maintain and update airline and customer account records, ensuring accuracy of billing information.
- Communicate with airlines and customers regarding outstanding invoices and payment status.
- Identify billing discrepancies and coordinate with relevant departments to resolve issues.
- Enter and update billing and receivable data in enterprise resource planning systems.
- Prepare reports on receivables aging, collections, and outstanding balances.
- Ensure billing and receivables processes comply with financial policies and procedures.
- Maintain proper records of invoices, payments, and correspondence with customers.

## Education & Qualifications

- Diploma or Bachelor's degree in Finance, Accounting, Economics, or related field.
- ACCA, CPA (Tanzania or equivalent), CIMA, or equivalent is an added advantage.
- Proficiency in both English and Swahili.

## Requirements

- 2–4 years' experience in accounts receivable, billing, or finance roles.

- Experience in aviation billing, airport charges, or high-volume receivables environments is an added advantage.

## Characteristics

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- Knowledge of billing and accounts receivable processes.
- Ability to perform revenue recording and reconciliation.
- Financial data entry and reporting skills.
- Experience using ERP systems for billing and receivables.
- Attention to detail and accuracy.
- Good communication skills.
- Analytical thinking ability.
- Ability to manage deadlines.
- Ability to follow up on collections.
- Ability to coordinate with finance and operational teams.
- Responsiveness to customer queries.
- Ability to resolve discrepancies.

## Reporting To

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Lead: Accounting & Tax

## Driving Licence

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Not Required

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