

Senior Executive, Finance (Accounts Receivable)
Singapore Institute of Technology

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Posted Jul. 7, 2023, set to expire Jul. 5, 2024

Job Title Senior Executive, Finance (Accounts Receivable)

Department Finance

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jul. 7, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Senior Executive Officer

Academic Field(s) Financial Planning/Budget Management

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498463/senior-executive-finance-accounts-receivable>

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Job Description

Senior Executive, Finance (Accounts Receivable)

Job no: 498463

Department: Finance

Contract type: Contract

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The position will be required to assist in areas such as processing of student claims and refunds to Students, and communication with internal and external auditors, banks and government agencies among other key areas of work.

Key Responsibilities

- Process student claims
- Disburse financial aids and process refund to students
- Record instalment plans in system.
- Prepare monthly and year-end audit schedules and reports.
- Handle queries from students on collections and billing matters.
- Involve in new system implementation and user acceptance tests
- Liaise with internal and external auditors, banks and government agencies (e.g. MOE, IRAS).
- Involve in digitalization projects and automation of work processes.
- Other ad-hoc duties as assigned.

Job Requirements

- A good diploma in Accountancy/Professional qualification recognised by ISCA are preferred, with at least 2 to 3 years of relevant working experience.
- Hands on experience in ERP accounting software such as SAP, Peoplesoft Campus Solution or equivalent are preferred and proficient with the use of Microsoft Excel.
- Organised and meticulous with an eye for detail
- Good communication and interpersonal skills
- A highly motivated individual and a good team player

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Advertised: 07 Jul 2023 Singapore Standard Time

Applications close: 31 Aug 2023 Singapore Standard Time

Contact Information

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Contact

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