

POSITION DESCRIPTION

Mills Dental Care

AM7022 - Accounts Receivable Officer

Mills Dental Care is one of Papua New Guinea's most experienced and qualified dental and oral health service providers, providing treatment procedures of the highest quality to thousands of people from all over Papua New Guinea.

Mills Dental Care is inviting **exceptional candidates** to apply for this vital role. This position is based in Port Moresby.

Accounts Receivable Officer

Reporting to the General Manager, the Accounts Receivable Officer is responsible for:

- Accurately prepare and update the daily collection
- Debtors follow up weekly
- System receipting without delays
- Prepare SOAs weekly
- Liaise with other Insurance Companies regarding insurance related matters
- Accurate filing of receipts, statement of accounts and invoices.

Expected Competencies:

- Diploma or Bachelor's in Accounting
- Minimum 2 - 3 years` experience in similar role
- Attention to detail and great organizational skills
- Basic understanding of the accounting process
- Team player with high level of computer literacy
- Excellent communication skills both verbal and written
- Must be able to meet deadlines and work under pressure.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Monday 20th March 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview