



Golden TMH Telecom Co., Ltd

Yangon, May 23th 2017

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Job Opportunity – Account Receivable & Billing Officer (M/F)

ABOUT GTMH:

Golden TMH Telecom Company Limited was incorporated in 2014, holding a license of Telecommunication Service Provider. The company mission is to provide High-Speed internet and telecommunication service to all Myanmar.

GTMH provide connectivity solutions using the most innovative technology.

POSITION Account Receivable & Billing Officer (M/F)

The account receivable and billing Officer will reports directly to the Accountant Manager of Golden TMH Telecom Co; Ltd.

More specifically, he/she should:

- Maintain up-to-date billing system.
- Generate and send out invoices.
- Recording sales and Income
- Follow up on payments.
- Carry out billing, and reporting activities according to specific deadlines.
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Generate AR age analysis
- Review AR aging to ensure compliance
- Maintain accounts receivable customer files and records
- Follow established procedures for processing receipts, cash etc
- Send to the customer receipt confirmation.
- Solve customer queries
- Process adjustments in AR or billing as required.
- Develop a recovery system and initiate collection efforts
- Communicate with customers via phone, email, mail or personally
- Assist with month-end closing
- Collect data and prepare monthly reports.
- Prepare and ensure the correct information for Auditors.
- Prepare reports and reconciliations of AR, ensure that all reporting deadlines are met.



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Requirements:

- Good command of Burmese and English language (written and spoken), would be a plus
- A minimum of 5 years of previous experience in accounting field
- A minimum of 2 years of previous experience in AR tasks.
- Strong written and oral communications skills
- Ability to meet assigned deadlines
- Ability to work cooperatively with all levels of employees, management and external agencies

Conditions

- The Account Receivable & Billing officer will work and report closely with the Accountant Manager.
- The Company offers a contract for one-year renewable yearly.
- Fulltime position in a professional work environment
- Working time is 40 hours per week, Monday to Friday
- Position to be filled as soon as possible
- Salary range: **450,000 MMK – 700,000 MMK.**

Applications (CV and motivation letter) should be addressed to Miss Dania Alvarez Rial, Accountant Manager of GTMH, exclusively by e-mail to danial@gtmh-telecom.com, no later than June 23th, 2017

Only shortlisted candidates will be notified and invited for interview.