



## **CREDIT CONTROL MANAGER**

**Location: Petaling Jaya**

**Nationality: Local**

**Type: Permanent**

**Post: 1**

### **Responsibilities**

- Responsible for a full spectrum of credit control activities including credit control function, accounts receivables, collection and reporting.
- Ensure all billing, reminder, interest, receipt, statement of accounts is issued and send out on time.
- Maintain good record of accounting entries and ensure that all receivables accounts are up-to-date at all times
- Prepare monthly, bio-monthly, weekly status reports.
- Provide accurate ad-hoc information as requested by management from time to time.
- Assist in setting up credit control system and make recommendations to improve and/or enhance existing procedures and practices.
- Closely liaise with operation team on day to day to ensure the credit control function are carry out smoothly
- Attend monthly credit control meeting.
- Response promptly and completely for both external client and internal enquiries.
- Notify operation / sales team from time to time on overdue customer
- Prepare and perform reconciliation and ensure the front-end system are reconciling with back-end system all the times.
- Able to lead, coach and motivate and develop a strong team

### **Requirements**

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Finance/Accountancy/Banking or equivalent.
- At least 10 year(s) of working experience with experience in managerial position
- Preferable candidate from retail mall, leasing and utilities industry
- Able to lead, coach and motivate and develop a strong team