

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-283-2021
Company Name	Arope Insurance s.a.l.
Industry	Insurance
Vacancy	Junior Accountant (Accounts Receivable)
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Business, Accounting, Finance, related fields
Degree	Bachelor / Master is an asset
Years of Experience	2 years (Insurance industry is preferred)
Location	Zalka
Remuneration & Benefits	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Coordinate activities related to accounts receivable. Ensure payments are timely posted to the appropriate account • Process online payments and follow up with the Bank in respect to any unknown payment source • Handle settlement of paid policies through Collection suppliers; Prepare collection company report for non-life policies • May reconcile bank accounts and contact proper bank personnel to correct errors • Prepare bank reconciliations for payments made through credit card • Process and record all online payments • Review of data entry as related to domiciliation • Handle settlement of payments and closing of accounts related to Military & Housing policies • Review and follow up on down payments schedule twice a month • Update and close domiciliation related to non-life products twice a month • Perform effectively any other duties as assigned; assume new duties as the need arises