



VACANCY

St. John's College

St. John's College invites applications from suitably qualified persons for the full-time position of:

Accounts Receivable Officer

Qualifications and Experience:

- Minimum of an Associate's Degree in Business with a concentration in Accounting
- At least 2 years work experience
- Knowledge of Microsoft Office Suite
- Knowledge of QuickBooks
- Be able to work as part of a team
- Have basic accounting knowledge and willingness to learn
- Have strong work ethic

Key Roles:

- Process payments and ensure proper reconciling of daily cash collections
- Maintain student accounts up-to-date at all times
- Respond to inquiries on student financial information
- Update and assist with the inventory and reporting of the fixed assets
- Review daily reports prepared by Cafeteria staff
- Ensure timely collection of outstanding receivables by providing reminders and updates on account balances.
- Assist the team with any other task that may be required.

Remuneration: In accordance with Pay Scales approved by the Ministry of Education

Successful applicants will be expected to participate in orientation programmes and in SJC's continuous in-service training in the mission and the goals of Jesuit Education.

Applications are due Friday **August 9, 2024**

Applications are available at the Office of the President or online at www.sjc.edu.bz.

Send or deliver completed application form along with cover letter, resume, two references and official sealed transcript to:

Human Resource Office
P.O. Box 548
Princess Margaret Drive
Belize City, Belize C.A.
E-mail: hr@sjc.edu.bz