



Receivables Officer

Flowers Express Inc. — #13 Grass Street, Castries, Saint Lucia

Role Overview

The Receivables Officer at Flowers Express Inc. plays a key role in ensuring timely invoicing, payment collection, and accurate customer account management. The position supports the accounting department in maintaining financial accuracy and providing excellent client service in all receivable-related matters.

Key Responsibilities

- Prepare and issue invoices for products and services.
- Track and record customer payments, ensuring accurate posting.
- Monitor outstanding balances and follow up with clients for overdue payments.
- Maintain organized and detailed records of receivables transactions.
- Assist in preparing monthly financial and aging reports.
- Collaborate with the Accounting Officer to reconcile accounts.
- Respond to customer inquiries about invoices and payment status.
- Identify and resolve discrepancies in billing or payments.

Requirements

- Strong organizational and time-management skills.
- Proficiency with QuickBooks, Excel, or other accounting software.
- Knowledge of basic bookkeeping principles and financial recordkeeping.
- Excellent written and verbal communication skills.
- Ability to work independently and meet deadlines.
- Attention to accuracy and detail in all financial entries.

Compensation & Benefits

- Competitive salary based on experience and qualifications.
- Opportunities for professional growth and training.
- Tuition assistance for approved finance and accounting courses.

- Health and wellness benefits including gym membership stipend.
- Paid annual leave and other statutory entitlements under the Saint Lucia Labour Code.
- A collaborative, supportive, and professional work environment.

To Apply: Submit your application through our website or email creativejobs758@gmail.com.