



DESCRIPCIÓN Y PERFIL DEL PUESTO DE TRABAJO
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**TITLE:** ACCOUNTS RECEIVABLE ASSISTANT

**JOB GOAL:**

The primary goal of Accounts Receivable (AR) is to ensure that a company receives payment for goods or services provided to customers within a specified timeframe. This involves several key objectives

**REPORTS TO:** Local BP

**QUALIFICATIONS:**

Bachelor's degree in Accounting, Finance or Business Administration.  
Ability to work under pressure.  
Attention to details  
Organizational skills  
Computer skills  
Legally eligible to work in Panama.

**SPECIFIC PERFORMANCE RESPONSIBILITIES MAY INCLUDE BUT ARE NOT NECESSARILY LIMITED TO:**

Generate invoices  
Recording and processing payments  
Follow up on late payments  
Prepare accounting report  
Maintain accurate records

**COMMITMENT TO SAFEGUARDING PRINCIPLE**

ISP/BSI is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

All post holders are subject to appropriate vetting procedures, including an online due diligence search, references and satisfactory Criminal Background Checks or equivalent covering the previous 10 year's employment history.

NOTE: The above job description reflects the general requirements necessary to describe the Teacher's functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.