

WE ARE HIRING A:

REVENUE COLLECTION OFFICER

Drive Electric is seeking a diligent and detail-oriented individual to join our dynamic team. The ideal candidate will be responsible for managing daily financial transactions associated with our fleet of 100 electric taxis, ensuring accurate and timely collection of payments from our drivers.

Key Roles & Responsibilities

- Accurately calculate and collect daily rates from drivers, adhering to the pricing structure.
- Maintain precise records of daily transactions, monitor outstanding payments, and follow up with drivers to clear any discrepancies or arrears.
- Provide daily and weekly reports on revenue collection, highlighting any issues that may affect the company's revenue stream.
- Collaborate with the finance department to reconcile collected revenue with bank deposits, and ensure all financial data is entered into the company's accounting system.
- Develop strategies to optimize collection processes, reduce defaults, and enhance overall financial performance.
- Billing and Invoicing
- Customer Relationship Management
- Implement and manage revenue-related technologies

Qualifications

- Bachelor's degree in Finance, Accounting, or a related field.
- Proficient in accounting software and Microsoft Office Suite.
- A minimum of two years' experience in a similar role.
- Proven experience in finance or a similar role involving revenue collection or accounting.


Skills Required

- Strong numerical skills and attention to detail.
- Commercial and business awareness
- Ability to meet strict deadlines.
- Good Time management skills

For more information:

 www.knightsenergy.co.ke

 www.driveelectric.co.ke

 +254 788220607 / +254 708270803.

Interested candidates should submit their CV and cover letter to:

careers@knightsandapps.com

The deadline of application is 31st December 2023