# Accounts Payable Accountant

### Description

- assemble, review and verify invoices and check requests
- flag and clarify any unusual or questionable invoice items or prices
- · sort, code and match invoices
- · set invoices up for payment
- · enter and upload invoices into system
- · track expenses and process expense reports
- prepare and process electronic transfers and payments
- prepare and perform check runs
- post transactions to journals, ledgers and other records
- reconcile accounts payable transactions
- · prepare analysis of accounts
- · monitor accounts to ensure payments are up to date
- · research and resolve invoice discrepancies and issues
- maintain vendor files
- · correspond with vendors and respond to inquiries
- produce monthly reports
- · assist with month end closing
- provide supporting documentation for audits
- · maintain accurate historical records
- maintain confidentiality of organizational information

### Qualifications

### **Education and Experience**

- knowledge of accounts payable
  - knowledge of general accounting procedures
- knowledge of relevant accounting software
- proficient in data entry and management
- 3-5 years accounts payable or general accounting experience

## **Key Accounts Payable Skills and Competencies**

- · organizing and prioritizing
- attention to detail and accuracy
- confidentiality
- judgment
- communication skills
- vendor relationship skills
- · information management skills
- problem analysis and problem-solving skills
- · teamwork
- · professional integrity
- · ability to meet deadlines

### Hiring organization

Roots Management Consultants on Behalf of Customer

### **Employment Type**

Full-time

#### Job Location

Masr EL-Gdida/ sheraton

### Date posted

2022 ,7 ???????