

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

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