

Accounts Payable Accountant

Description

The Accounts Payable Accountant is responsible for all Accounts Payable related accounting activities including: inputting invoices for payment, preparing and analyzing account reconciliations, determining and completing month-end close activities, and process review tasks which ensure Accounts Payable guidelines/controls are operating effectively. The Accounts Payable Accountant has a complete understanding of the Procure-to-Pay process which allows quick and accurate decisions to be made regarding system or process questions or changes.

Responsibilities

- Applies internal controls and accounting policies & procedures for processing the payments
- Manages invoice mailbox daily and handles internal and external communications
- Assists with vendor queries with regards to statements and invoices
- Manages unpaid invoices and organizes bills due to be paid
- Checks and controls the AP supplier/petty cash balance before making the payment
- Processes vendor payments and petty cash timely and accurately as per authority matrix
- Prepares an accurate system entry to record payments, related VAT/WHT and related OPEX/CAPEX, inventory etc.,
- Reconcile GLs VS Sub-ledgers for Suppliers, deposits and petty cash
- Obtains periodical balances confirmations from major suppliers and reconciles it with our book balance
- Prepares accounts payable aging report weekly
- Prepares monthly VAT and WHT returns
- Prepares a monthly list of advances paid to suppliers and subsequent status of it
- Ensures timely and accurate completion of month end closing tasks and raises red flags for any irregularities
- Assists in testing of system upgrades and automation projects
- Assists in periodic audits.
- Transfers knowledge and provides guidance to other team members
- Handles other ad hoc tasks within finance when required
- Ensure all Inter the company reporting requirements are met for Accounts Payable

Hiring organization

Roots Management Consultants on Behalf of Customer

Employment Type

Full-time

Duration of employment

Permanent

Industry

finance

Date posted

2021 ,6 22 22 22

Qualifications**Education:**

Bachelor Degree in Finance and/or Business Management

Experience:

3-5 years experience in Finance & Financial Planning