



FOREIGN ACCOUNTS PAYABLE ADMINISTRATOR

The Foreign Accounts Payable Administrator reporting into the Assistant Financial Controller, will be responsible for all duties relating to Foreign Purchases and Payables, including related charges and reconciliations.

The successful applicant will be responsible for:

- Posting of authorized invoices & payments to foreign and freight vendor accounts
- Reconciling supplier statements to the accounting system and following-up on all discrepancies
- Paying vendors (by cheque, wire or credit card), ensuring that appropriate payment terms are met including supplier discounts where applicable
- Preparing monthly reconciliations of vendor prepayments to identify and follow-up on shipments not yet received
- Responding professionally and promptly to supplier queries, using all means of communication available
- Assisting with the recording and reporting of the physical inventory counts
- Supporting the cash office function during Associate absences
- Any other duties appropriate to this role such as back office and administrative duties as directed by the Assistant Financial Controller

The skills required to be successful in this position include:

- A minimum of three years' related experience, preferably performing Foreign Accounts Payable duties
- Detail-oriented with strong analytical and problem-solving skills
- Demonstrated ability to organize and prioritize demanding workloads with a commitment to meeting deadlines
- Ability to communicate well both verbally and in writing with both internal and external parties of all levels
- Proficiency in Microsoft Office and Accounts Payable applications – Experience with SUN accounting software will be an asset
- Availability to work on a full-time basis from 8:00am-5:00pm and any additional hours as required

Qualified applicants can apply online at www.phoenixstores.bm or by submitting a detailed cover letter and resume to: Human Resource Manager – The Phoenix Stores Limited, PO Box HM 826, Hamilton HM CX Bermuda / (441) 295-8794.

All inquiries will be kept in strict confidence. We thank all applicants for their interest, but only those being considered for an interview will be contacted.

Closing Date: July 4, 2018