

ACCOUNTS ADMINISTRATOR

On behalf of our client, applications are invited for the post of **Accounts Administrator**. Reporting to the Accounts Manager, the successful applicant will be responsible for the timely processing of accounts payable and receivables within this busy Accounts Department. Applicants must possess a firm understanding of accounting principles, debits, credits, journal entries, revenue and expenses. Attention to detail and accuracy are critical to success in this role.

Key Responsibilities:

- Perform all functions related to processing invoices including verifying vendor accounts; preparing / processing invoices and purchase orders and preparing / issuing payments by wire and check
- Reconcile monthly statements and related transactions, preparing reports as required
- Coordinate with internal departments regarding client matters and monies owed
- Communicate directly with suppliers regarding payments and other general requests
- Research information, investigate discrepancies and answer customer and stakeholder queries
- Carry out administrative functions for the Department as required
- Maintain financial security of information by following internal control procedures
- Assist management with small projects and special assignments

Applicants must possess:

- Associate Degree in Accounting or equivalent relevant discipline with a minimum of three (3) years' experience in an accounting/business role with similar responsibilities
- Prior experience with accounting software packages is essential
- The ability to interact professionally with vendors, clients and other stakeholders and maintain a high degree of confidentiality is essential
- Excellent working knowledge of the Microsoft Office Suite, in particular proficiency in Excel is required
- Strong organizational, prioritization and analytical skills with the ability to self-motivate, multi-task and handle competing priorities and work effectively under time pressure and sensitive deadlines
- Highly effective verbal and written communication and interpersonal skills

If you are a self-starter, highly motivated and flexible in your approach to tasks, which can vary widely from day to day, along with the skill to prioritize and deliver effectively, we invite you to apply in writing no later than **November 14th 2022**.

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