

Accounts Administrator

Hays Accounting Support • Sydney NSW 2000



Base pay
\$30 - \$33 / hr



Work type
Full Time



Contract type
Not provided

Job details



Date posted
31 Mar 2021



Expired On
17 May 2021



Category
Transport & Logistics



Occupation
Accounts Clerk/Officer



Base pay
\$30 - \$33 /hr



Work type
Full Time



Job mode
Permanent

Full job description

Your new company A large service provider to Australian businesses and the wider community require an experienced accounts administrator to join their busy team

Your new role

Reporting to the Finance Administration Manager duties will include:

- Processing accounts data, reports and costs for all finance transactions across the business
- Timely processing of supplier accounts payments for allocated business units
- Customer invoicing
- Set up of new suppliers and customers
- Supplier statement reconciliations
- Stock & materials reporting
- Monitoring service costs to ensure accuracy of invoices

What you'll need to succeed

- A strong understanding of Accounts Payable and invoicing / Accounts Receivable processes
- Solid reconciliation skills
- High attention to detail - high transaction volumes and regular cost changes require very high levels of accuracy
- Excellent time management skills - able to work to set deadlines for payments and invoicing
- Strong administration skills for processing and organising high volume transactions and paperwork
- Reporting and cost centre updates
- Previous experience working in a high volume transaction environment
- Strong customer service skills when assisting suppliers and customers with queries
- Intermediate to Advanced Excel

What you'll get in return

This is a great opportunity to work with a diverse and supportive team in a very busy high volume finance environment. The roles offers long term stability, great opportunities to develop your finance and admin skills and work in a varied and busy role.

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV or email katherine.mattick@hays.com.au.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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